



modern typing

an Australian basic course

Fielding

Gregg

GREGG



MODERN



TYPING

An Australian Basic Course

JOAN E. FIELDING

*Head Teacher, Commercial Subjects
Department of Technical Education, N.S.W.*

ALAN C. LLOYD, Ph.D.

*Director, Gregg Typing Instructional Service
Gregg Division, McGraw-Hill Book Company*

JOHN L. ROWE, Ed.D.

*Chairman, Department of Business Education
College of Education, University of North Dakota*

FRED E. WINGER, Ed.D.

*Professor of Secretarial Science and Business Education
Oregon State University*

McGraw-Hill Book Company

SYDNEY • NEW YORK • TORONTO • LONDON • JOHANNESBURG

Copyright © 1967, by the McGraw-Hill Book
Company Australia Pty. Limited.

All Rights Reserved. This book, or parts thereof, may not be
reproduced in any form without permission of the publishers.

A0003 SBN 07-093002-3

9 10 11 12 13 14/H/76543

Registered in Australia for transmission
by post as a book.

Printed in Australia by John Sands Pty. Ltd., Halstead Press Division

INDEX

Abbreviations, typing and use:
a.m., A.M., 38, 39; footnotes,
116, 120

ACCURACY DRILLS:

adjacent letters, 47, 50, 51
alphabetic previews, 94, 97,
104, 117
alphabetic sentences, 34, 47,
50, 71 (and warmups, 36 ff.)
alphabetic word lines, 26, 28,
29, 30, 33-37, 43
double letters, 18, 29, 48, 49,
51, 87, 89
double reaches, 31, 32
eye control, 34
home keys, 11, 17, 27
individual fingers, 25, 31, 32,
88
individual keys:

A	11, 18, 85	5, 42-43, 91
B	22, 85	6, 42-43, 91
C	19, 85	7, 38-40, 91
D	11, 18, 85	8, 38-40, 91
E	12, 18, 85	9, 39-41, 91
F	10-11, 18, 85	0, 39-41, 91
G	11, 18, 85	1/2, 41, 91
H	14, 18, 85	3/4, 41, 91
I	15, 18, 85	&, 56, 63, 80
J	10-11, 18, 85	*, 60, 63; 93
K	11, 18, 86	@, 68, 107
L	11, 18, 86	£, 68
M	19, 86	., 19, 93
N	21, 86	., 19, 92
O	15, 18, 86	., 22, 92
P	22, 86	., 68, 71, 94
Q	24, 86	., 73
R	13, 18, 86	., 60, 63, 73
S	11, 18, 86	., 24, 35
T	15, 18, 86	(), 56, 63, 93
U	12, 18, 87	%, 65, 102
V	21, 87	., 13, 92
W	20, 87	., 73
X	22, 87	?, 23, 92
Y	20, 87	., 60, 63, 93
Z	23, 87	., 11, 93
1	36-38, 91	Shifts, 12, 14
2	36-38, 91	., 65, 93
3	36-38, 91	
4	36-38, 91	

individual rows (banks), 27
keeping hands low, 27
loaded paragraphs, 85-87
loaded sentences, 49-52, 85-87,
91, 93
locational security, 25, 27, 31,
33, 88-90
motion control, 25, 27, 31, 33,
54, 88
one-hand words, 28, 40, 49,
52, 55, 87, 89
remedial, 85-87, 122-124
All-capitals, 30

Backspacing: aligning date in
letter, 57, 58; aligning return
address, 61; aligning two lines
at right, 56; centring a line,
29; centring a paragraph, 33;
centring a table, 66; pivoting,
56-58; underscoring, 65

Balance line in manuscripts, 74
Bell (warning signal), 6, 48, 52,
54, 55

Bibliography, 79
Book, titles: in bibliography, 79;
in correspondence, 65; in foot-
note, 115, 116; in manuscript,
93

Bracket (constructed), 77
By-line (authorship): manuscript,
74-76, 115; report, individual's,
75, 76

Capitals: shift keys introduced,
12, 14; shift lock, 30, 32

Carbon paper, 111, 118

Centring: above column, 68, 69;
backspace method, 7, 29, 33,
66; block, 34; column headings,
68, 69; finding horizontal cen-
tre, 7; headings, general, 7, 66,
75; horizontal, 7, 29, 33; manu-
scripts, 74, 75, 76; on ruled
line, 86; paragraphs, 33;
spread, 35; touch, 29, 30; ver-
tical, 8, 31, 33

Concentration drills, 34, 121
Constructing special characters,
60, 73, 77

Corrections: erasing, 92, 118; in-
serting, 89, 92; spreading,
squeezing, 92; symbols for, 112

Dash, 24, 164
Decimal point, 108
Degree symbol, 77
Drills, (see Accuracy, Concentra-
tion, Machine Parts, Numbers,
Rhythm, Speed, Symbols)

Electric typewriting: carriage re-
turn, 10, 30; corrections, 92;
hand position, 9; machines, 4,
5; special keys, 60, 63, 65;
spreading, squeezing, 92; strok-
ing, 10

Enumerations, 42, 44, 78, 79, 82
Envelopes, 99; folding for, 101
Erasing, 92, 118
Error cut-off, 44, 82, 119
Errors, counting, 16

Feet and inches, symbols, 65
FORMS, BUSINESS:
interoffice memo, 105-106; in-
voice, 108, 109; placement,
general, 108; postal card, fill-
in, 96; telegram, 109
Fractions, 42

Half spacing, horizontal, 92; ver-
tical, 8

Hanging indentation: bibliography,
79; enumeration, 78, 82; out-
line, 79; script, 81

Headings: centred above column
68, 69; centred above ruled
line, 86; centred by backspac-
ing, 7; manuscripts, 74-76, 113-
114; personal letters, 61, 64;
spacing after, 66, 68, 75, 113;
spreading, 35; underscoring in
tables, 69

Indentations: enumerations, 78; let-
ters, 97; manuscripts, 113, 116;
outlines, 79; paragraphs, 7, 26;
quotations, manuscripts, 116
Interoffice memo, 105-106
Invoice, 108, 109

LETTERS:
address, envelopes, 99; address,
titles in, 61, 105; attention line,
98; blocked letter style, 58, 61,
64, 80, 98, 100, 103, 110; cc
notation, 98, 100; closing lines,
57, 58; company signature, 97;
complimentary closing, 57, 58;
date line arrangements, 58, 94,
98, 100, 103; enclosures, 72,
80, 98, 110; enumerations, 80;
folding, 101; indentations, 97;
inside address, 57, 58; interoffice
memo, 105, 106; paragraphing,
26, 97; parts identified, 57;
personal-letter style, 61, 64;
placement plan, 57, 102; punc-
tuation, 58; reference initials,
58, 59, 61; registered, 99; re-
turn address, 61, 64; saluta-
tion, 57, 58; signatures, 58, 61,
64, 95, 98, 100, 110; signer's
identification, 57, 58, 61, 64,
98, 100, 102, 110; spacing
(single vs. double), 57; subject
line, 97, 100, 105, 106; tables,
103; titles, addressees, 61, 105;
titles, signers, 59

MACHINE PARTS:
aligning scale, 2-5, 89
backspace key, 2-5, 29, 30, 31,
45, 65
bell, 6, 48, 52, 54, 55
carriage-position scale, 2-5, 6
carriage release, 2-5, 14
carriage-return lever, key, 2-5,
10, 30
electric machines, 2-5, 9, 10,
30, 60, 63, 65, 92
half-space key, 2-5, 92
linespace regulator, 2-5, 8, 9
margin release, 2-5, 92
margin set, 2-5, 6, 7
paper bail, 2-5, 9, 14
paper release, 2-5, 6, 14
paper rest (paper table), 2-5
printing point, 2-5
printing-point indicator, 2-5, 6
ribbon changing, 8, 86
ribbon-control lever, 2-5, 86
shift keys, 2-5, 12, 14, 16, 30
shift lock, 2-5, 30, 32
space bar, 2-5, 10, 21, 56, 60
tabulator, 2-5, 7, 27
tabulator set and clear, 2-5, 7,
26, 66, 69, 70
variable spacer, 2-5, 86, 89

MANUSCRIPTS:
announcement, 39; arrange-
ment of, 74-76, 113-116; bal-
ance line, 74, 75; bibliography,
79; by-line, 74-76, 115; enu-
merations, 44, 45, 78-82; exact
copying, 75, 76; footnotes, 115-
116, 118, 120; formal, 113-116;
formula for placement, 74;
headings, 74-76, 113-114; judg-
ment placement, 74-76; listing
in, 75, 78; margins, 74-76, 113-
116; one-page report, 75, 76,
120; outline, 79; page numbers,
114; page-1 arrangements, 75,
76, 113-115; page-2 arrange-
ments, 113-115; paragraph cen-
tring, 33; parts named, 74;
quotations in, 115-116, 120;
reference numbers in, 115-116,
120; report by individual, 75,
76, 114, 116; rough draft
marks, 112; script, radio, 81;
sidebound, 113-115; sidehead-
ing, 74-76, 113-116; subtitle,
74-76, 113, 115; title, 74, 114;
unbound, 75, 76, 112-114; vi-
sual guide, 74, 112
Margins: calculation, 6; letters,
57; manuscripts, 74-76, 113-
116; postal cards, 94; setting
stops for, 6, 7; tables, 66;
warning bell, 6, 48, 51, 54, 55
Minutes, seconds, 70

NUMBER DRILLS:
accumulative count, 112, 114,
117
locational security, 122
pair-pattern (10 28 39 47 56)
sentences, 43, 55, 65, 68;
and warmups, 42, 53, 71, 73,
77, 85-107
paragraphs, review, 37, 38, 39,
40, 41, 43, 44, 53, 54, 91
remedial, 91
sentences, individual numbers,
36, 38, 39, 41, 42, 91
sentences, review, 37, 38, 40,
41, 91
we-23's, 53, 80; and warmups
60, 63, 104, 110
Number usages: alignment in
columns, 69, 108; inferior (low-
ered) figures, 77; roman num-
erals, 77; superior (raised) fig-
ures, 77, 115-116

Page 2 (continuation pages):
manuscripts, 114; report, 114,
116

Paragraphing, 7, 26
Pica vs. elite spacing, 7, 57
Pivoting: date in letter, 57, 58,
61; lines, in display, 56
Placement: business forms, 108;
envelopes, 99; letters, 57, 102;
manuscripts, 74-76, 112-118;
margin stops, 7; paper guide,
3, 6, 9; visual guides, 74, 112

Postal cards, 94-96
Posture, 9, 11, 24
Proofreading, 16

Punctuation: individual keys (see
Accuracy); quotation mark se-
quences, 60; spacing after, 21;
special uses as symbols, 70,
77; styles (letters), 58

Quotations: in dialogue, 60, 62,
63, 93; in manuscripts, 115-
116, 120; punctuation sequen-
ces, 60

Remedial drills: accuracy (alpha-
betic keys), 85-87, 122-124;
numbers, 91; symbols, 92-93
Return address: envelope, 99;
personal letter, 61, 64; postal
card, 95, 96

Revision (rough draft) marks, 112

RHYTHM DRILLS:
double-letter-word lines, 18, 29,
48, 51, 89
double-letter-word sentences,
49, 52, 89
double-reach-word lines, 31, 32
even-length-word lines, 13, 14,
18, 25, 27, 28, 29, 32, 34,
35, 43, 47, 48, 50, 85, 122
even-length-word sentences,
warmups, 36-42, 56-65, 114-
117

Rough-draft marks, 112

Ruled forms, typing on, 108

RULES (lines): business forms,
108; centring on, 86

Rules (regulations): addressing
envelopes, 99; addressing
cards, 95-96; arranging a table,
66, 67; counting errors, 16;
dividing words, 51, 54, 55;
enumerations, 78; manuscripts,
74-76, 112-114; sequences, quo-
tation, 60; spacing after punc-
tuation, 21; titles of publica-
tions, 74, 114; underscoring,
65; word division, 51, 54, 55

SI scores explained, 47
Skill drives, 28-35, 47-55, 85-93

SPACING:
after abbreviations, 13, 38, 39,
90; after headings, 66, 68, 75,
113; after punctuation, 13, 21;
before signatures, 58; be-
tween columns, 65, 66; be-
tween drills, 8; between groups
of lines in table, 81; elite, 7,
57; half (horizontal), 8; hori-
zontal, 6, 8, 57; manuscripts,
113-116; outlines, 79; tables,
69; vertical, 8, 26

Speed computation, 17
SPEED DRILLS:

acceleration previews (words
arranged from longest to
shortest), 28, 87, 102, 107
alternate-hand-word lines, 28,
32, 35, 38, 40, 85, 88, 90
alternate-hand-word para-
graphs, 90
alternate-hand-work sentences,
47, 50, 63, 71, 73, 77, 80;
and warmups, 71, 94-112
expert's rhythm drill on home
keys, warmups, 47, 50, 53
speedup paragraph (very easy
copy), 17, 47, 48, 51, 52, 54,
55, 63, 73, 90, 92
speedup phrases, 25, 27, 29,
33, 43, 49, 77, 102, 110
speedup sentence groups, 47,
50
word families, 13, 14, 31, 33,
47, 48, 50, 51, 53, 54
Spreading: in centring, 35; in
making corrections, 92; length
of letter, 57
Squeezing: in corrections, 92
Subject line: in letters, 97, 100,
105, 106; in memorandums,
105-106

Syllabic intensity, 47
Syllabication, 51, 54, 55

SYMBOL DRILLS:
key presentations (see Accu-
racy)

key sentences, 56, 60, 63, 65,
68, 73, 92, 93
remedial drills, 92-93
review paragraphs, 56, 60, 92,
93
review sentences, 65, 68, 71,
80; and warmups 94-107
Symbols, constructing, 60, 73, 77

TABULATIONS:
arrangement, basic, 66-72;
backspacing for, 29, 66; col-
umn headings, 68, 69; dollar
sign, adjusting for, 70; head-
ings, 66, 69, 70, 72; headings,
column, 68, 69; headings, two-
line, 69; in letter body, 103;
open style, 66-72; parts,
named, 66; percent sign re-
peated, 67; spacing between
columns, 66, 211
Time, expressing, 70, 77, 80
Titles: addressees, 61, 105; bib-
liographies, 79; books, maga-
zines, 65, 93, 115, 116; centring,
29, 33, 35, 66, 74; foot-
notes, 115-116; signer's, 64
Typewriter, care of, 8, 14, 82

Underscoring: attention lines, 97;
backspacing for, 65; column
headings, 69; grouping words
by, 65; subject lines, 97; titles,
65, 79, 92

Variable spacer, 2-5, 86, 89
Vertical: centring, 8, 31, 33;
ruling, 142; spacing, 8, 26
Visual guide, 74, 112

Word-count scale, use of, 17;
when missing, 58
Word division, 51, 54, 55

Zero, military style, 77

PART 1

	Introduction, basic information	2-9
	UNIT 1: KEYBOARD CONTROL	
1	A S D F and J K L semicolon keys	10-11
2	E U G and right shift keys	12-13
3	R H period and left shift keys	13-14
4	I O T keys; and counting errors	15-16
5	Review; start 1-minute writings	16-17
6	Review; remedial drills	18
	UNIT 2: KEYBOARD CONTROL	
7	C M comma and colon keys	19-20
8	W Y V N keys	20-21
9	X P B diagonal keys	22-23
10	Question mark Z Q hyphen keys	23-24
11	Review; indenting paragraphs	25-26
12	Review; start selective practice	26-27

	UNIT 3: SKILL DRIVE	
13	Skill drills; horizontal centring	28-29
14	Skill drills; typing all-capitals	29-30
15	Skill drills; vertical centring	30-31
16	Skill drills; paragraph centring	32-33
17	Skill drills; block centring	33-34
18	Skill drills; spread centring	34-35
	UNIT 4: NUMBER KEY CONTROL	
19	1 2 3 4 keys	36-37
20	Number review and skill drills	37-38
21	7 8 9 0 keys; centring review	38-39
22	Number review and skill drills	40-41
23	½ ¼ 5 6 keys; centring review	41-42
24	Number review; centring review	42-43
25	TEST ON PART 1	44-45

PART 2

	UNIT 5: SKILL DRIVE	
26-27	Selective practice; margin bell	47-49
28-29	Selective practice; word division	50-52
30-31	Selective practice; word division	53-55
	UNIT 6: CORRESPONDENCE	
32-33	& () and blocked business letters	56-59
34-35	" ' and blocked and semi- blocked personal letters	60-62
36-37	Review; formal blocked letters	63-64
	UNIT 7: TABULATIONS	
38-39	% and basic open-style tables	65-67
40-41	\$ ¢ @ and column-headed tables	68-70
42-43	Review: letters, tables	71-72
	UNIT 8: MANUSCRIPTS	
44-45	! = + * and basic report forms	73-76
46-47	Constructed symbols; enumerations	77-79
48-49	Review: letter, table, manuscript	80-81
50	TEST ON PART 2	82-83

PRODUCTION ASSIGNMENTS

<i>Correspondence</i>	<i>Tables, Forms</i>	<i>Manuscripts</i>
.....
.....
.....
Letters 1-4
Letters 5-9
.....
Letters 10-12
.....
.....	Tables 1-3
.....	Tables 4-7
Letters 13-14	Tables 8-9
.....
.....	Manuscripts 1-4
.....	Manuscripts 5-8
Letter 15	Table 10	Manuscript 9
Letter 16	Table 11	Manuscript 10

PART 3

	UNIT 9: SKILL DRIVE	
51-52	Selective practice; centring on line	85-87
53-54	Selective practice; insertions	88-90
55-56	Selective practice; corrections	91-93
	UNIT 10: CORRESPONDENCE	
57-58	Plain and fill-in postal cards	94-96
59-60	Attention lines; subject lines ; indented letters	97-101
61-62	Review: blocked letters, displays	102-103
	UNIT 11: BUSINESS FORMS	
63-64	Interoffice memorandum forms	104-106
65-66	Invoice and telegram forms	107-109
67-68	Review: letter, forms, etc.	110-111
	UNIT 12: MANUSCRIPTS	
69-70	Revision marks; unbound reports	112-114
71-72	Bound manuscripts, with footnotes	114-116
73-74	Review: letters, forms, reports	117-118
75	TEST ON PART 3	119-120

.....
.....
.....
Cards 1-6	Forms 1-3
Letters 17-21
.....
Letters 22-25	Table 12
.....
.....	Forms 4-7
.....	Forms 8-13
Letter 26	Forms 14-16
.....
.....	Manuscripts 11-12
.....	Manuscripts 13-14
Letter 27	Forms 17-18	Manuscripts 15-16
Letter 28	Form 19	Manuscript 17

OVERVIEW

This book focuses on two goals—

Modern Typing has been developed, tested, and published—

A. To help you become a rapid, accurate *touch* operator of the typewriter.

B. To make you proficient in the production of letters, reports, tables, documents, forms, and manuscripts.

C. To help you master the rules that govern word division, paragraphing, correspondence courtesies, and similar typewriting technicalities.

Millions of trainees achieved these goals via the preceding edition of this book. To help *you* achieve them, too, but even more quickly and easily, this edition features a number of notable aids:

A. To help you become a skillful typist

1. *Selective Practice*. You will learn how to analyze and select drills so that you may (a) focus mainly on those that will help *you* most and (b) practise them in the way that will most surely help *you*.

2. *Massed Drill*. Skill comes from drill. This book contains more drills than any other book of similar length. More than a fourth of the lessons concentrate

solely on skill boosting, and every lesson contains some drills for sustaining and extending your skill.

3. *Copy Control*. Your drill needs will change as you improve; to be sure the drills are right for you at each stage, every drill and exercise has been controlled for word length, vocabulary, repetition, and other factors basic to rapid growth.

B. To help you become a production expert

4. *Power Cycles*. You will learn to use your typing power even while you increase it, for this book is organized in a spiral. After the introductory first Part, each Part is a 25-lesson cycle:

6 lessons on skill extension

6 lessons on correspondence typing

6 lessons on tables or business forms

6 lessons on manuscripts and reports

1 lesson that is a test on the others

Each cycle boosts your typing power and then gives you production assignments geared to your new level of power.

5. *Picture-Page Approach*. So that you may develop full understanding of production typing, every new

step in each area of production begins with studying, then copying, an annotated model. This book has more models than any similar book.

6. *Production Count*. The production exercises are accompanied by a special "production word count" that will enable you to use identical material for both building skill and applying it—a procedure that will enable you to attain much higher production rates and to achieve them much sooner.

7. *Practical Procedures*. The typing shortcuts introduced in the first edition and now standard in all books are continued; and new ones are provided for letter placement, balance-lining, and error-absorbing.

The Production Word Count

If you type and underscore the word *There*, you type five strokes, backspace five strokes, and underscore five strokes. *Question*: How many strokes is that? *Answer*: $5+5+5=15$, obviously.

But if you use the old, standard counting system, which gives no credit for machine operations, the answer is 5. The 15 is a *production count*.

And that is how the production word count works: it computes the actual task. It credits the typist with what she could have typed if she had kept typing instead of stopping to do something special.

Created, researched, and refined by the authors, the PWC provides exact allowance for all the operations *necessary* in a *timed writing* on any kind of copy.

1. It assumes the machine to be completely set in advance (margins, tabstops, spacing, etc.) and the paper inserted, as traditional in timed writings.

2. Each key stroke counts as 1 stroke, and every 5 strokes count as 1 word, just as in the past.

3. Each underscored word counts triply.

4. Each centered word counts triply.

5. Each extra carriage return (not *every* carriage return but *every extra* one) counts as one word.

6. Each use of the tabulator counts as 1 word.

7. A change of paper during a timing counts as 8 words plus 1 word for each line in the top margin.

8. Each special operation (using the variable spacer, spacing regulator, ratchet release, carriage release, tab-set, tab-clear, etc.) counts as one word.

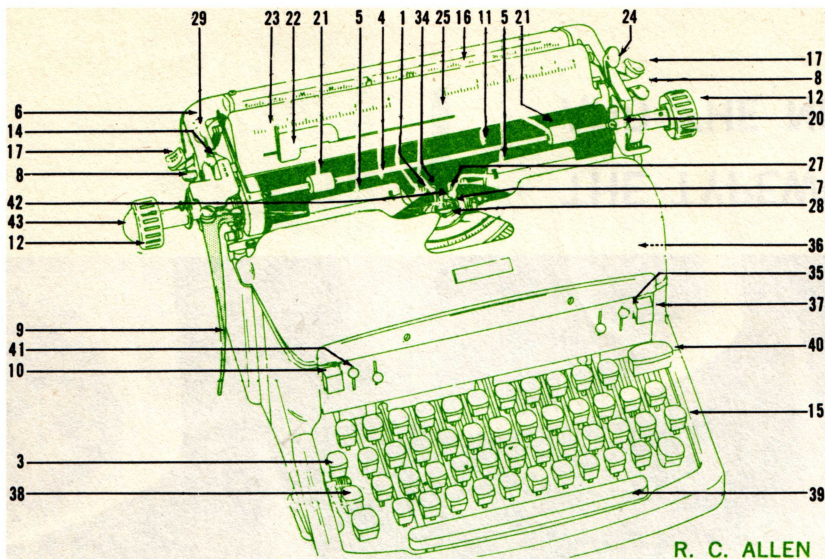
All word counts printed in MODERN TYPING are based on and include the production word count allowances; no additional computations need be made by students or instructors.

THE AUTHORS

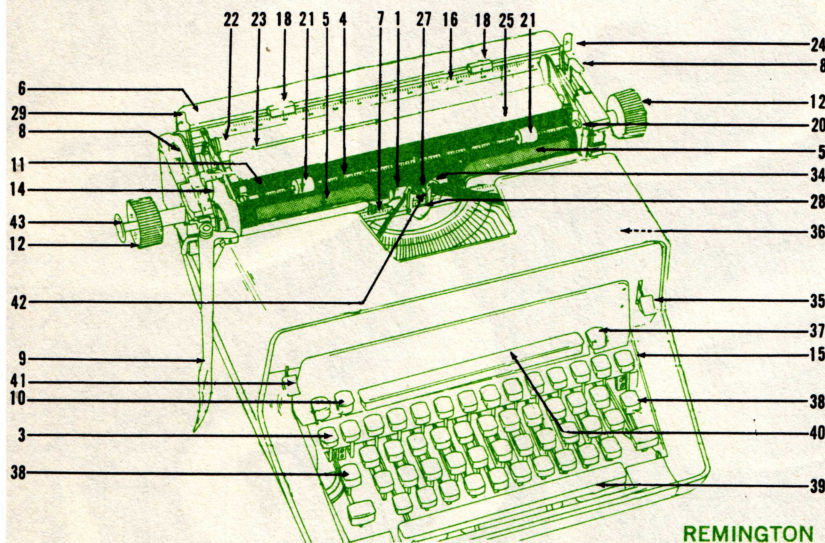


1

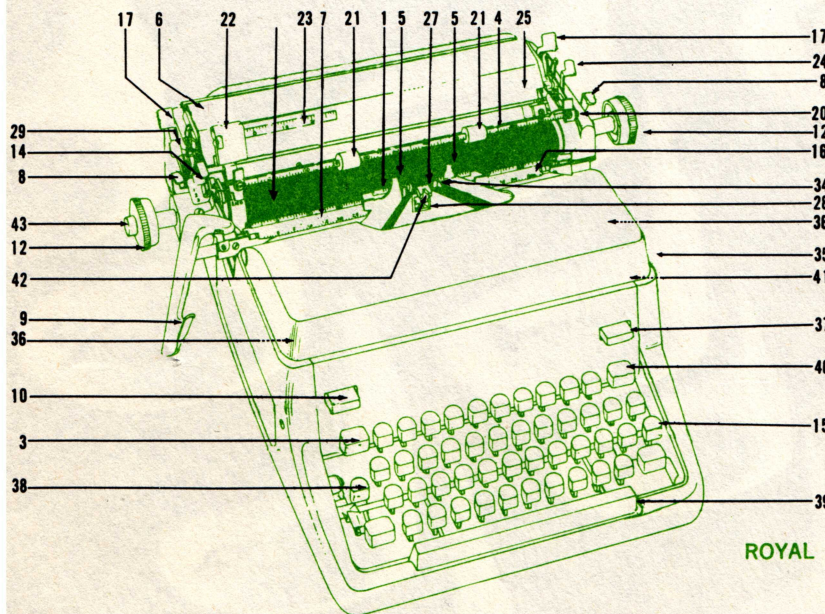
THE TYPEWRITER • THE ALPHABET
AND THE NUMBER KEYS



R. C. ALLEN



REMINGTON



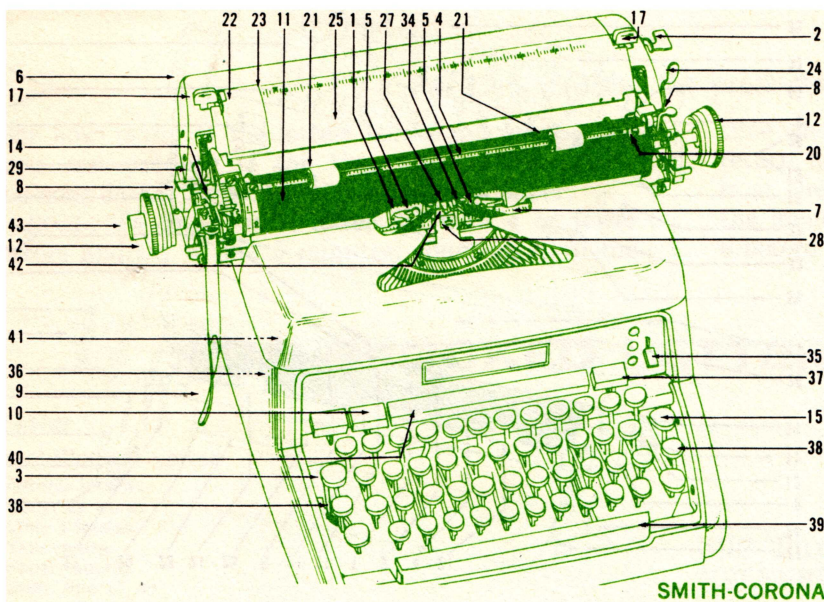
ROYAL

A. PRINCIPAL PARTS OF MANUAL TYPEWRITERS

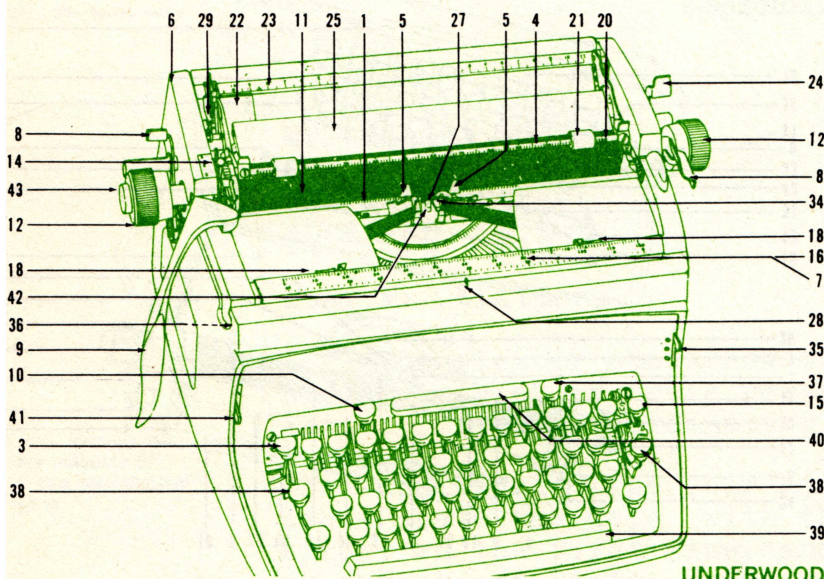
1. Aligning Scale
2. All Clear (lever)
3. Backspacer (key)
4. Bail Scale
5. Card Holders
6. Carriage
7. Carriage-Position Scale
8. Carriage Releases (levers)
9. Carriage Return (lever)
10. Clear Key (for tab stops)
11. Cylinder
12. Cylinder Knobs
13. Envelope Guides
14. Linespace Regulator
15. Marginal Release (key)
16. Margin Scale
17. Margin Set (key)
18. Margin Stops
20. Paper Bail
21. Paper-Bail Rolls
22. Paper Guide
23. Paper-Guide Scale
24. Paper Release (lever)
25. Paper Rest
26. Platen (Cylinder)
27. Printing Point
28. Printing-Point Indicator
29. Ratchet Release (lever)

Continues below

Continued from above



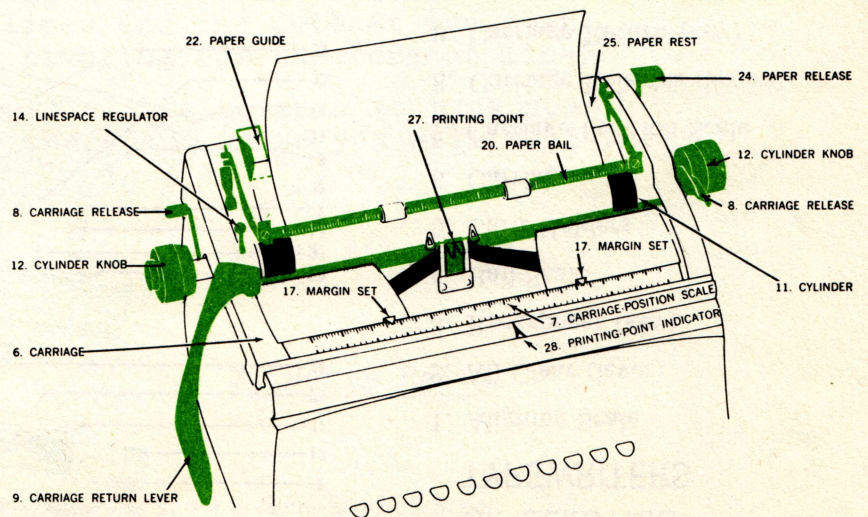
SMITH-CORONA

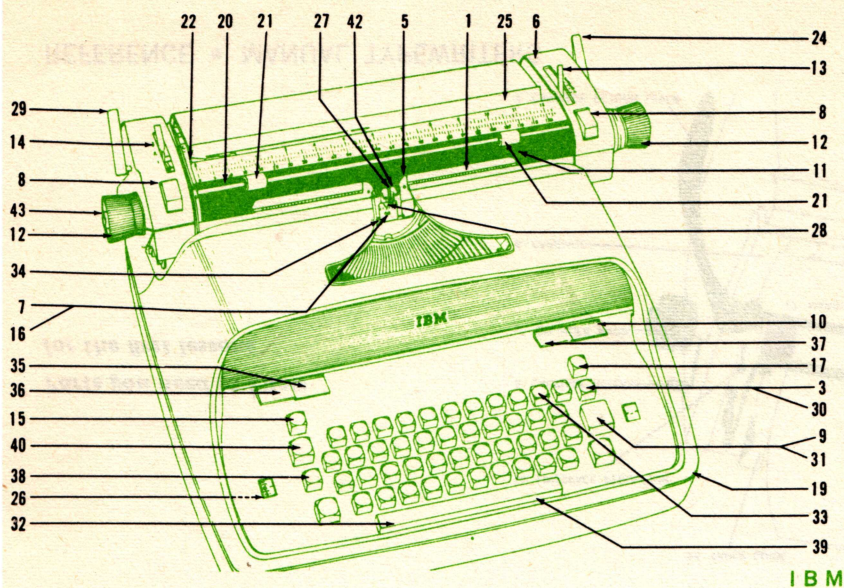


UNDERWOOD

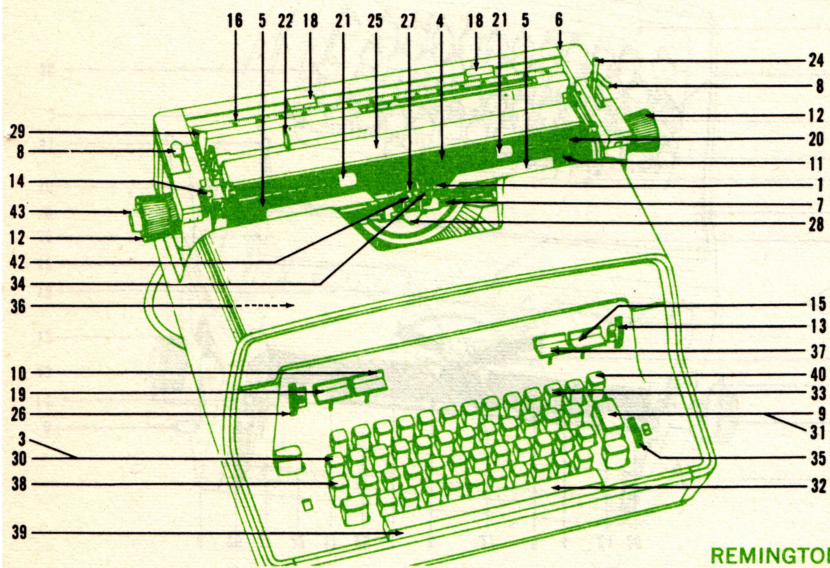
- 34. Ribbon Carrier
- 35. Ribbon Control (lever)
- 36. Ribbon Reverse (lever)
- 17. Set Keys (for margins)
- 37. Set Key (for tab stops)
- 38. Shift Locks (keys)
- 39. Space Bar
- 10. Tab Clear (key)
- 37. Tab Set (key)
- 2. Tab Total Clear (lever)
- 40. Tabulator (key or bar)
- 41. Touch Control (lever)
- 42. Typebar Guide
- 43. Variable Linespacer

**Parts you need to know
for the first lessons**

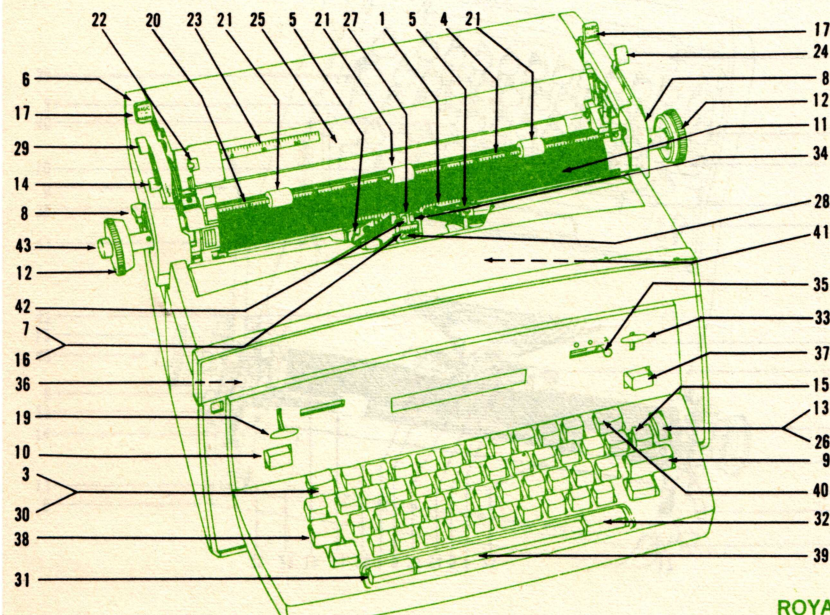




IBM



REMINGTON

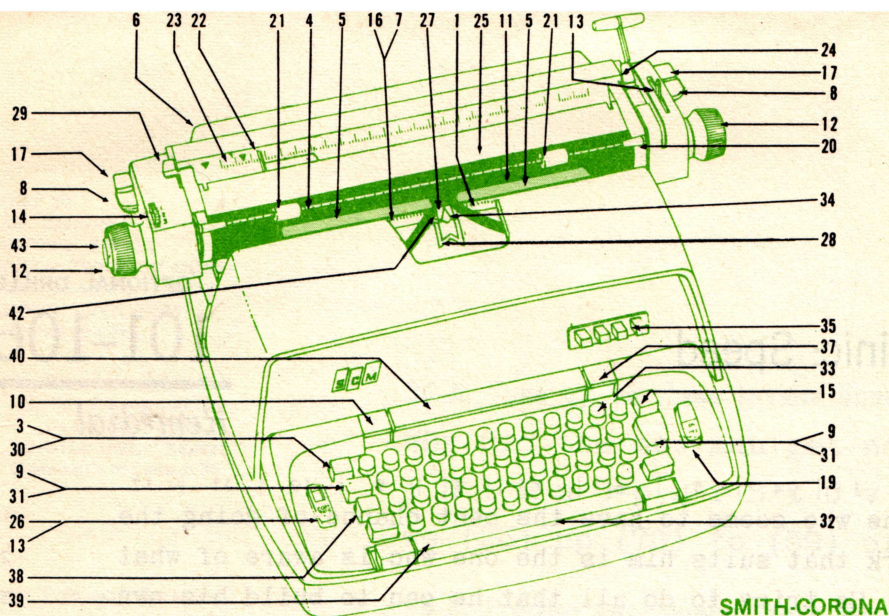


ROYAL

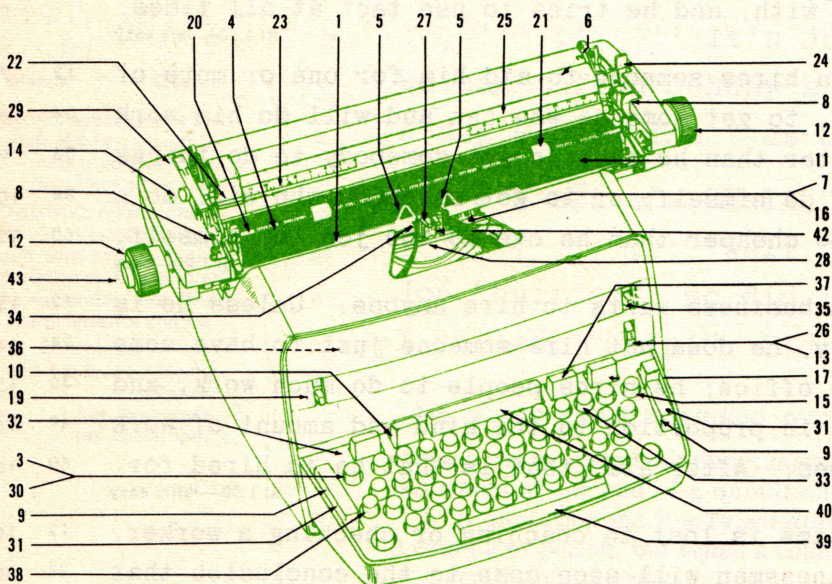
B. PRINCIPAL PARTS OF ELECTRIC TYPEWRITERS

1. Aligning Scale
2. All Clear (lever)
3. Backspacer (key)
4. Bail Scale
5. Card Holders
6. Carriage
7. Carriage-Position Scale
8. Carriage Releases (levers)
9. Carriage Return (key)
10. Clear Key (for tab stops)
11. Cylinder
12. Cylinder Knobs
5. Envelope Guides
13. Impression Regulator (carbons)
14. Linespace Regulator
9. Linespacer (key)
15. Margin Release (key)
16. Margin Scale
17. Margin Set (key)
18. Margin Stops
19. Off-On Switch
20. Paper Bail
21. Paper-Bail Rolls
4. Paper-Bail Scale
22. Paper Guide
23. Paper-Guide Scale
24. Paper Release (lever)
25. Paper Rest
11. Platen (Cylinder)
19. Power Switch
26. Pressure Regulator

Continues below



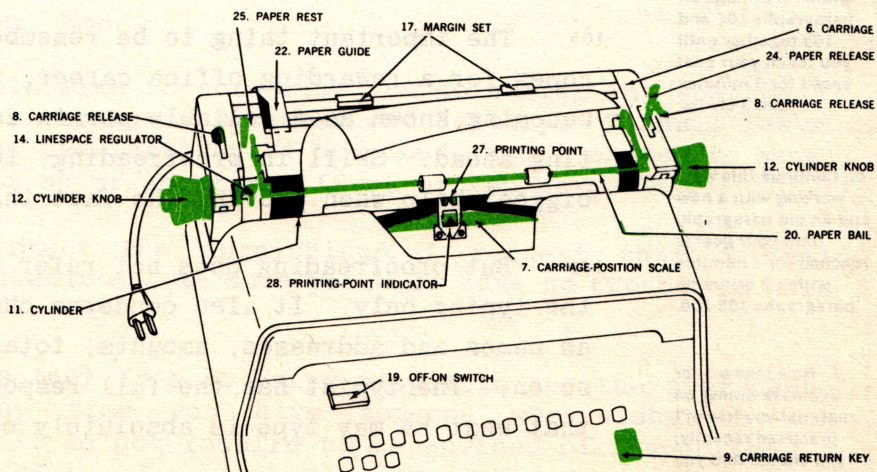
SMITH-CORONA



Continued from above

- 27. Printing Point
- 28. Printing-Point Indicator
- 29. Ratchet Release (lever)
- 30. Repeat Backspacer
- 31. Repeat Carriage Return
- 32. Repeat Forward Spacer
- 33. Repeat Underscore
- 34. Ribbon Carrier
- 35. Ribbon Control (lever)
- 36. Ribbon Reverse (lever)
- 17. Set Keys (for margins)
- 37. Set Key (for tab stops)
- 38. Shift Locks (keys)
- 39. Space Bar
- 10. Tab Clear (key)
- 37. Tab Set (key)
- 2. Tab Total Clear (lever)
- 40. Tabulator (key or bar)
- 41. Touch Control (lever)
- 42. Typebar Guide
- 43. Variable Linespacer

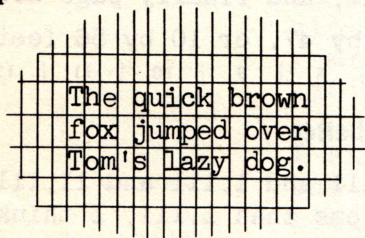
**Parts you need to know
for the first lessons**



C. HORIZONTAL SPACING

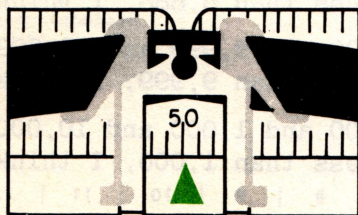
1. Counting the spaces

Each time a key or the space bar is tapped, the carriage (6) moves one space to the left. Each tap moves the carriage exactly one space. Each space is the same size. *Remember:* Typewriters space uniformly, as though printing on graph paper.



The spaces can be counted. Every typewriter has a carriage-position scale (7) that marks off the spaces. The scale numbers every fifth or tenth space, too, so that the typist may know the number of each space across the carriage.

Every machine has some kind of arrowhead, line, or other marker, called the printing-point indicator (28), that points to the space on the scale at which the carriage is positioned and at which the machine is ready to print. When the carriage is at the 50th space, for example, the marker points at 50.



2. Finding the centre space

A typist is expected to centre across the paper almost everything he types—that is, he arranges what he types so that half appears on each side of the centre of the paper. Such centring requires the typist

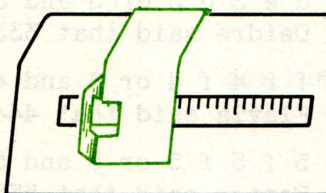
to know at what point on the carriage-position scale the centre of the paper will fall and to adjust his machine so that the centre of the paper will *always* appear at that centring point.

The part of the machine that is adjusted so that the centre of the paper will be consistently at the same point is the paper guide (22). It may be moved left or right.

The typist selects the centring point he wishes to use and then adjusts the paper guide so that the centre of the paper will always be at the point he has selected.

Which point should be selected?

Recommended: 50. This number is easy to remember, easy to find on the carriage-position scale, and easy to add to and subtract from in planning margin settings. *Remember:* For efficiency, adjust the paper guide so that the centre of the paper will fall at 50.



3. Adjusting the paper guide

To adjust the paper guide so the centre of the paper will always be at 50 [or whatever point may be selected], seven steps are involved. They need to be taken only once; after that, the typist *knows* where the guide belongs and does not need to repeat the steps.

STEP 1. Set the carriage at 50 [or other selected point].

STEP 2. At the top of a sheet of paper, mark the centre by a pencil mark.

STEP 3. Insert the paper.

STEP 4. Depress the paper release (24), so the paper will be loose and can be slid left or right.

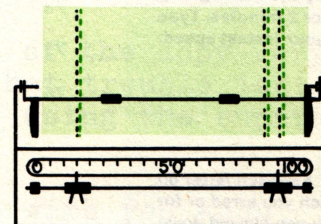
STEP 5. Keeping the paper straight, slide it left or right until the centre mark is squarely at the printing point (27).

STEP 6. Restore the paper release to its normal position.

STEP 7. Slide the paper guide (22) to bring its blade edge snugly against the left edge of the paper.

Now the guide is positioned correctly. Note on the paper-guide scale (23) *exactly* where you have set the guide; remember the place.

4. Planning margin settings



STEP 1. Determine what length of writing line is to be used.

The line length for drills is given in the lesson headings. For example, LINE: 40 means "set margins for a 40-space line." The line length for letters, reports, and other work is something to be learned as an aspect of producing such work [see Index, page iv].

STEP 2. Plan the setting for the left margin stop. From the centre of the paper, *subtract* half the desired line length and set the stop at the resulting number.

STEP 3. Plan the setting for the right margin stop. To the centre of the paper, *add* half the desired line length *plus 5 extra spaces* [to provide for the warning signal of the bell] and set the stop at the resulting number.

EXAMPLE: Settings for a 40-space line would be $50 - 20 = 30$ for the left margin stop and $50 + 20 + 5 = 75$ for the right margin stop.

COMMON MARGIN SETTINGS
(With the Paper Centred at 50)

LINE DESIRED	LEFT MARGIN STOP AT	RIGHT MARGIN STOP AT
40 spaces	$50 - 20 = 30$	$50 + 20 + 5 = 75$
50 spaces	$50 - 25 = 25$	$50 + 25 + 5 = 80$
60 spaces	$50 - 30 = 20$	$50 + 30 + 5 = 85$
70 spaces	$50 - 35 = 15$	$50 + 35 + 5 = 90$

5. Setting the margin stops

Procedures vary for different makes and models of typewriters.

SPRING-SET MACHINES. Royals, Smith-Coronas, and some R. C. Allens have a margin-set key (17) at

each end of the carriage. To set the left stop: Press the left margin-set key, move the carriage to the desired scale point, and release the set key. To set the right stop: Press right margin-set key, move carriage to desired scale point, and release set key.

HAND-SET MACHINES. The margin stops (18) of Underwoods, IBM Selectrics, Remingtons, and some R. C. Allens are adjustable by hand, without use of a set key. Adjust each margin stop separately: Press down the top of the margin stop, slide the stop left or right to desired scale point, and release stop.

HOOK-ON MACHINES. Electric Underwoods, standard IBMs, and some Remingtons have hook-on margin stops (18). To set the left margin

stop: Move the carriage to the left margin, hook onto the left margin stop by holding down firmly the margin-set key (17) on the keyboard, move the carriage to the desired scale point, and release the set key. To set the right margin stop: Move the carriage to the right margin, hook onto the right stop by holding down firmly the set key (same key you used for left margin), move carriage to desired scale point, and release margin-set key.

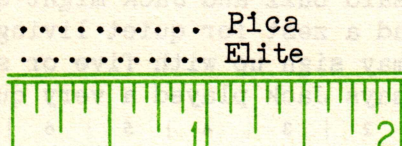
6. Pica and elite spacing

Typewriters are usually equipped with either of two sizes of type: pica [pronounced *pie-ka*] and elite [pronounced *ay-leet*].

Pica type, the larger, prints 10 letters to an inch; elite prints 12 letters to an inch. On standard

typing paper, 8 inches wide, a pica machine can type $10 \times 8 = 80$ characters; and an elite machine can type $12 \times 8 = 96$ characters.

To determine whether a machine is pica or elite, type a series of periods and compare them with the ones printed here:



The distinction between pica and elite sizes is unimportant in typing forms, tables, and drills but becomes important when typing letters and reports, whose placement guides are usually expressed in terms of inches. When planning the margins for letters and reports, the typist must convert *inches* into *spaces* (and for elite machines, he must also "round off" the figures), as shown in this table:

INCHES TO SPACES
When Planning Margin-Stop Settings

Number inches in the line	4"	5"	6"
Pica spaces (10 per inch)	40	50	60
Elite spaces (12 per inch)	48	60	72
Elite line, "rounded off"	50	60	70

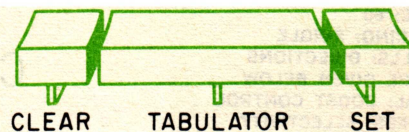
7. Indenting with the tabulator

For use in indenting paragraphs and other operations in which the typist wishes to spring the carriage to an assigned point without repeatedly striking the space bar, all machines have a "tabulator" mechanism. It has three controls on, or slightly above, the keyboard:

TAB-SET KEY (37) is used to set a pin, known as a "tab stop," at the point where it is desired that the carriage stop automatically.

TAB-CLEAR KEY (10) is used to clear, or eliminate, an individual tab stop that was previously set. Some machines have an **ALL-CLEAR KEY (2)** to eliminate simultaneously all stops that are already set.

TAB KEY OR BAR (40) is used to free the carriage from its regular



spacing so that it may spring to the point where a tab stop is set.

The use of these controls is illustrated by the steps involved in preparing for paragraph indenting:

STEP 1. Confirm margin settings.

STEP 2. Clear any tab stops already set: Press the all-clear key (2) or move the carriage to the right margin and then return it while pressing the clear key (10).

STEP 3. Set a tab stop at the point to which the carriage is to spring: Space in from the margin (standard indentation: 5 spaces) and press the tab-set key (37).

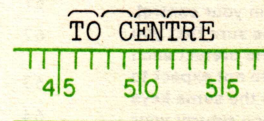
STEP 4. Test the setting: draw the carriage back to the margin; then firmly press the tab bar or key (40). The carriage should hop to the point where the stop is set.

8. Centring a word or line

To centre a word or group of words (title of an essay, for example), three steps are involved:

STEP 1. Set the carriage at the centring point.

STEP 2. Say *in pairs* the strokes (letters and spaces) in the material to be centred, depressing the back-spacer (3) once for each pair of strokes. If an odd, leftover letter remains after calling the pairs, do not backspace for it.



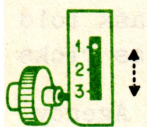
STEP 3. Beginning at the point to which the carriage has been back-spaced, type the material; it will be centred horizontally.

If several lines are to be centred, centring the carriage for each line is simplified by setting a tab stop at the centre. The typist then tabulates (indents) to that point instead of positioning the carriage manually.

D. VERTICAL SPACING

9. Controlling the spacing

The amount of blank space between lines of typing is controlled by the linespace regulator (14), which may be set at "1" for single spacing and which provides *no* blank space between typed lines; at "2" for double spacing, which provides *one* blank line between lines of typing; and at "3" for triple spacing, which provides *two* blank lines between lines of typing. Examples:



single	double	triple
single	_____	_____
single	double	_____
single	_____	triple

Some machines *also* have 1½ spacing (midway between single and double) and 2½ spacing (midway between double and triple); but even on such machines, most work is typed in standard single and double spacing.

10. Inserting extra blank lines

To leave *extra* space between some lines of typing, advance the paper one line more than the number of lines that are to be left blank. For example, to leave a blank line between two sets of drills, advance

fff fff jjj jjj fff jjj ff jj ff jj f j
fff fff jjj jjj fff jjj ff jj ff jj f j
fff fff jjj jjj fff jjj ff jj ff jj f j

ddd ddd kkk kkk ddd kkk dd kk dd kk d k
ddd ddd kkk kkk ddd kkk dd kk dd kk d k
ddd ddd kkk kkk ddd kkk dd kk dd kk d k

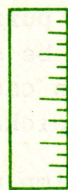
the paper *two* lines (by returning the carriage twice instead of once), one to be the blank line and one to be the next line on which to type.

Remember: Always advance the paper one more line than the number of lines to be left blank.

This book occasionally displays an arrow and a number to signal how many lines to advance the paper, to solve a special arrangement problem. An arrow-3, for example, does not mean to leave three blank lines but to leave two blank lines by advancing the paper three lines.

The typist must always be aware of the spacing for which his typewriter is set. Advancing the paper three lines when the machine is set for single spacing, for example, simply requires three carriage returns. But advancing the paper the same three lines when the machine is set for *double* spacing requires a single carriage return (two lines) and one line turned up by hand.

Sometimes the instructions are to "Leave 1 inch space." Most machines provide 6 lines of space to a vertical inch. To leave 6 blank lines, advance the paper 7 lines—6 for the blank inch and 1 to reach the line of typing.



Line 1
Line 2
Line 3
Line 4
Line 5
Line 6

11. Centring material vertically

Quarto typing paper (10 inches long) provides 10 x 6 = 60 possible lines of space to a page. To centre within these 60 lines:

STEP 1. Count the lines (including blank ones) the material fills.

STEP 2. Subtract the number of lines needed from the 60 available (or from 30, on a half sheet).

STEP 3. Divide the remainder by 2 (count a fraction as a whole) to get the number of the line, counting from the top, on which to begin.

[NOTE: For material to *look* centred, the bottom margin should be a little wider than the top one; the three steps above provide for this desirable difference.]

EXAMPLE. A 21-line display would be (60 - 21 = 39) and (39 ÷ 2 = 19½) or 20, the line on which to begin. This provides a top margin of 19 lines and a bottom one of 20 lines.

E. CARE OF THE TYPEWRITER

12. Keeping a machine in trim

DAILY CARE. Brush the printing faces of the typebars. Dust inside the machine with a long-handled brush. Wipe adjacent desk surfaces and under the machine. Keep machine covered when not in use.

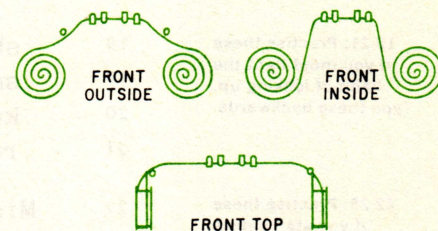
WEEKLY CARE. Using a cloth moistened with oil, wipe the rails on which the carriage moves.

BI-WEEKLY CARE. Using a cloth dampened with alcohol, wipe the cylinder (11) and paper-bail rolls (21).

CONSTANT CARE. Return carriage briskly but without a *bang*! Untangle jammed keys carefully—never *pull* typebars, lest they be bent.

13. Putting on a new ribbon

STEP 1. Before removing the old ribbon, note how it is threaded and which of these winding arrangements is used to approach the spool:



STEP 2. Then *practise* each phase of the ribbon change—lift out a spool, put it back; unthread the carrier, rethread it; and so on.

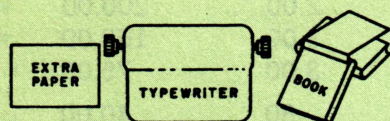
STEP 3. Wind the old ribbon on one spool; detach the end, noting how it was hooked to the spool. Discard old spool and ribbon.

STEP 4. Fasten end of the new ribbon on the empty spool. Place both spools in their sockets.

STEP 5. Thread the new ribbon into place. (Depressing the shift lock makes it easier to thread the ribbon through the carrier.) Check that the ribbon reverses properly.

F. STEPS WHEN PREPARING TO TYPE

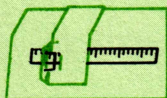
1. Arrange the table



Machine, even with front of table.
Book at right, turned and tilted.
Extra paper, left of machine.

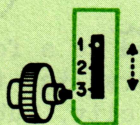
2. Check the paper guide

Paper guide should be adjusted so centre of paper will be at 50. Review §8 on page 6.



3. Set the linespace regulator

Instructions at the start of each lesson say whether to set machine for single or double linespacing.

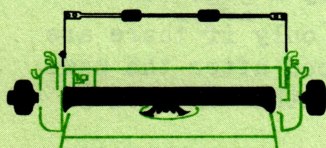


4. Set the margin stops

Instructions at the start of each lesson state for what line length you are to set the margins. Review §4, page 6; and §5, page 7.

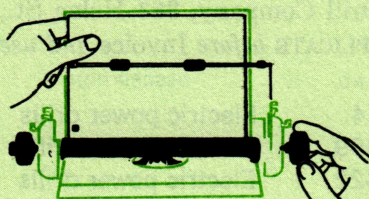
LINE: 40

5. Move paper bail away



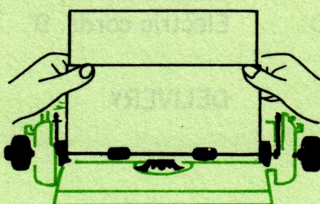
So the paper bail will not interfere with the paper insertion, pull the bail toward you. (If it will not pull forward on your typewriter, lift the bail straight upright.)

6. Grasp and insert paper



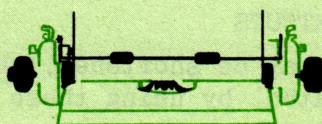
Left hand grasps paper and puts it behind cylinder, against paper guide. Right hand turns cylinder knob, to draw paper into machine. Turn up 4 or 5 inches of paper.

7. Straighten the paper



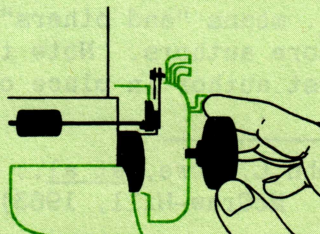
The left side of the paper should align, top and bottom, at the paper guide. If the alignment is not correct, loosen paper (use paper release) and straighten it.

8. Reset the paper bail



Adjust rolls to divide paper approximately into thirds; then place the bail snugly against the paper.

9. Provide for top margin



If preparing to type drills: Turn paper down (use cylinder knob) until

only a quarter inch or so of paper shows above the top of the bail.

If preparing for production work: Before resetting paper bail, turn paper down until its top edge is even with aligning scale (1) and then advance the paper for the assigned depth of top margin. Then reset the paper bail in clamping position.

10. Check typing posture

Head erect, turned to face the book

Back straight, elbows relaxed

Body centred opposite J key, leaning forward

Feet apart and firmly set



11. Check hand position



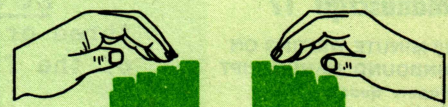
Position finger tips on home keys:

Left hand on A S D and F

Right hand on J K L and Semicolon



ON MANUAL MACHINE, curve fingers *tightly* (as though to pull an iron bar) and let them rest lightly on home keys, without pressure.



ON ELECTRIC MACHINE, curve fingers *slightly* and hold them as close to home keys as you can without quite touching them (as though they were too hot to touch).

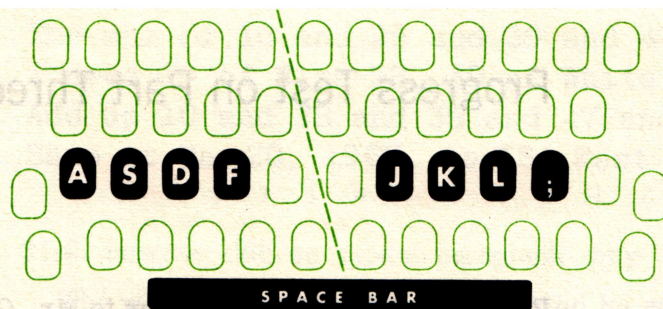
LINE: 40 (SEE PAGE 9)
SPACING: SINGLE
GOAL: CONTROL SPACE
BAR AND HOME KEYS
STRESS: BOUNCE-OFF
KEY STROKES

Adjust the machine and
position your hands as
illustrated on page 9.

1-A. With all fingers held
motionless in the home
position, poise your right
thumb about a quarter of
an inch above the space
bar. Now sharply tap the
space bar in its centre—
bounce your thumb off it.
Repeat until you hear the
margin bell ring.

1-B. Practise returning
the carriage (including
getting your hand back to
home position) until you
can do so with confidence
and without raising your
eyes from the book. Then
repeat the drill until you
can return the carriage
without raising your eyes
from the printed words.

1-C. Using the right-hand
thumb and the forefingers
(with all other fingers
kept in home position),
type these three lines ex-
perimentally to determine
how much force is needed
to make each key print
clearly and cleanly. On a
manual machine, use a
very sharp, "biting" stroke;
on an electric machine,
just "tap" the keys lightly.



LESSON

1

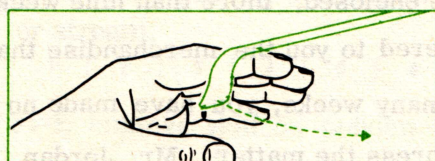
Home Keys

Space Bar ... Right thumb

1-A. Practise striking the space bar

Space once [TAP THE SPACE BAR ONCE] . . . twice [TAP THE
SPACE BAR TWICE] . . . once . . . once . . . twice . . . once . . .
twice . . . once . . . twice . . . twice . . . once . . . once . . . Repeat

1-B. Practise returning the carriage



MANUAL MACHINE. In one continuous
sweep of the left hand, (a) place
the forefinger and next two fingers
against the return lever; (b) *flip*
the lever with a toss of the wrist,
returning the carriage to the margin;
and (c) dart your left hand back to
its home-key position.

ELECTRIC MACHINE. In a quick, stab-
bing motion, (a) extend the little
finger of your right hand to the ad-
jacent carriage-return key; (b) lightly
flick—press—the return key, caus-
ing the carriage to return automat-
ically; and (c) *zip* the finger back to
its home-key position.

Space once . . . twice . . . once . . . twice . . . Ready to return
[MOVE HAND TO RETURN LEVER OR FINGER TO RETURN KEY]
—Carriage! [RETURN IT] . . . Home! [FINGERS ON HOME KEYS] . . . Repeat

1-C. Practise striking the forefinger keys

Left forefinger on <i>F</i> key	}	fff fff ff ff f f ff ff f
Right thumb on space bar		
Right forefinger on <i>J</i> key	}	jjj jjj jj jj j j jj jj j j
Right thumb on space bar		
Left forefinger on <i>F</i> key	}	fff jjj ff jj f j ff jj f j
Right forefinger on <i>J</i> key		
Right thumb on space bar		

LEFT HAND

Forefinger F
Second finger D
Third finger S
Little finger A

1-D. Use forefingers on F and J keys. Keep other fingers motionless in home position. Tap the space bar with the thumb of your right hand.

1-E. Use second fingers. The forefingers may rise slightly; other fingers should remain motionless in their home positions.

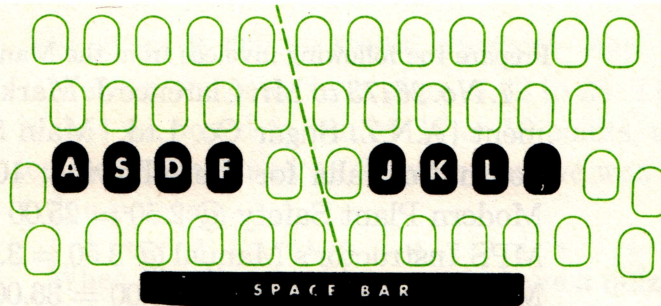
1-F. Use third fingers. Little fingers should be kept anchored in their home position. Your other fingers may rise slightly.

1-G. Use fourth fingers. Keep forefingers anchored in home position. Other fingers may rise slightly.

1-H. Note the pattern of each drill line; then type lines 5-7 two times each (plus an extra time if the line is difficult for you).

1-I. Notice the change in the drill pattern here from that in lines 5-7; then type lines 8-10 two or three times each.

1-J. Type line 11 twice. GOAL: To finish both of the copies in 1 minute.



RIGHT HAND

J Forefinger
K Second finger
L Third finger
; Little finger

Space Bar ... Right thumb

1-D. Practise the F and J keys

1 fff fff jjj jjj fff jjj ff jj ff jj f j
fff fff jjj jjj fff jjj ff jj ff jj f j
fff fff jjj jjj fff jjj ff jj ff jj f j

Leave a blank line (return carriage twice) before you start a new drill.

1-E. Practise the D and K keys

2 ddd ddd kkk kkk ddd kkk dd kk dd kk d k
ddd ddd kkk kkk ddd kkk dd kk dd kk d k
ddd ddd kkk kkk ddd kkk dd kk dd kk d k

1-F. Practise the S and L keys

3 sss sss lll lll sss lll ss ll ss ll s l
sss sss lll lll sss lll ss ll ss ll s l
sss sss lll lll sss lll ss ll ss ll s l

Return the carriage without looking up.

1-G. Practise the A and ; keys

4 aaa aaa ;;; ;;; aaa ;;; aa ;; aa ;; a ;
aaa aaa ;;; ;;; aaa ;;; aa ;; aa ;; a ;
aaa aaa ;;; ;;; aaa ;;; aa ;; aa ;; a ;

1-H. Build some words

5 aaa ddd add add |aaa lll all all |add all
6 aaa sss kkk ask |jjj aaa lll jal |ask jal
7 ddd aaa ddd dad |lll aaa ddd lad |dad lad

1-I. Build a few longer words

8 a as ask asks asks; f fa fal fall falls
9 a al ala alas alas; f fl fla flas flask
10 a ad add adds adds; s sa sal sala salad

1-J. Measure your progress

11 a sad fad; a lass falls; dad asks a lad

Space once after semicolon.

LINE: 40
SPACING: SINGLE
GOAL: CONTROL E, U,
G, AND RIGHT SHIFT
STRESS: KEEPING
FEET FLAT ON FLOOR

On charts like this, keys already practised appear in colour. New keys to be mastered in the lesson are shown in black and white.

2-A. Type lines 1 and 2 twice each. Leave 1 blank line (return the carriage twice) after the second copy of each of the lines.

2-B. Use D-finger. Try the ded reach (keep A-finger in home position, to guide D-finger back after it has struck E key); then type lines 3-6 three times.

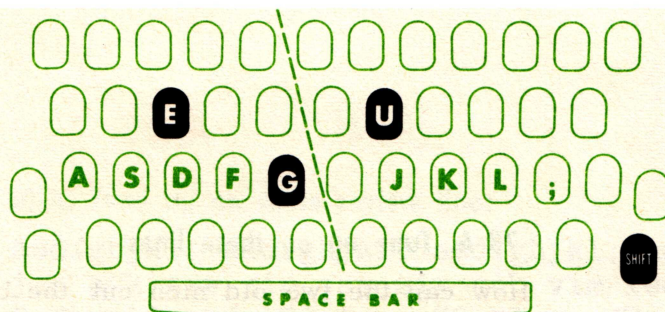
2-C. Use J-finger. Try the juj reach (keep Sem-L-K-fingers in home position, to guide J-finger back after striking U key); type lines 7-10 three times. Speed up on repetitions.

2-D. Use F-finger. Try the fgf reach (keep your A-S-D fingers at home; move only the F-finger); then type lines 11-14 three times.

2-E. To capitalize any letter that is on the left half of the keyboard:

- (1) Keeping J-finger home, press and hold down right shift key with Sem-finger.
- (2) Strike the letter key.
- (3) Release the shift key and return all fingers to their home-key position.

Type lines 15-18 three or more times each.



LESSON

2

New Keys

2-A. Review the keys you know

- 1 fff jjj ddd kkk sss lll aaa ;;; fff jjj
- 2 sss aaa ddd sad sad aaa sss kkk ask ask

2-B. Practise the E key

- 3 ddd ded eee ddd ded eee ddd ded eee ded
- 4 ded see see ded fee fee ded lee lee ded
- 5 ded led led ded fed fed ded fee fee ded
- 6 ded sea sea ded elk elk ded elf elf ded

Dotted lines are to spotlight the reach-path you are practising.

2-C. Practise the U key

- 7 jjj juj uuu jjj juj uuu jjj juj uuu juj
- 8 juj dud dud juj due due juj sue sue juj
- 9 juj us; us; juj use use juj uke uke juj
- 10 juj due due juj sue sue juj use use juj

2-D. Practise the G key

- 11 fff fgf ggg fff fgf ggg fff fgf ggg fgf
- 12 fgf lag lag fgf jag jag fgf sag sag fgf
- 13 fgf dug dug fgf lug lug fgf jug jug fgf
- 14 fgf leg leg fgf keg keg fgf egg egg fgf

2-E. Practise the right shift key

- 15 ;;; A;; A;; ;;; S;; S;; ;;; D;; D;; ;;;
- 16 ;;; Ask Ask ;;; Alf Alf ;;; Ada Ada ;;;
- 17 ;;; See See ;;; Sal Sal ;;; Del Del ;;;
- 18 ;;; Elk Elk ;;; Fae Fae ;;; Gae Gae ;;;

2-F. Note the pattern of each line; then type lines 19-21 twice each. Speed up and sustain an even pace on the repetitions.

2-G. Type line 22 twice. GOAL: To finish both of the copies in 1 minute.

LINE: 40
SPACING: SINGLE
GOAL: CONTROL R, PERIOD, H, AND LEFT SHIFT
STRESS: BOUNCE-OFF SPACE-BAR STROKES

3-A. Type lines 1 and 2 twice—evenly and rapidly.

3-B. Use F-finger. Try the frf reach (keep the A-S-D-fingers at home; move only the F-finger); then type lines 3-6 three times. You should be able to type each of the lines rapidly.

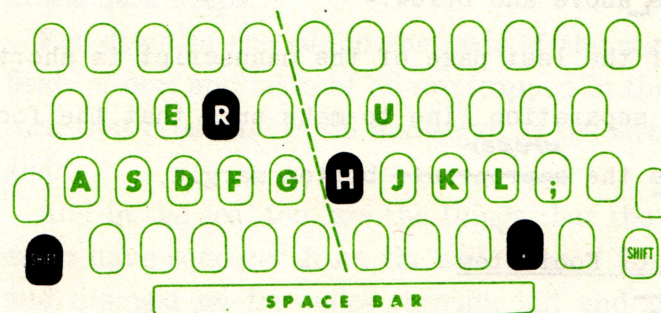
3-C. Use L-finger. Try the l.l reach (keep Sem-finger anchored in home position, to guide L-finger back); then type lines 7-10 three times. Keep arms still!

2-F. Build some word families

- 19 Dell fell jell ell; fads gads lads dads
20 Flag slag skag lag; fuse uses used use;
21 Gale kale sale ale; full dull gull lull

2-G. Measure your progress

- 22 Sue fed a sad lad a salad; Ask a judge;



LESSON

3

New Keys

3-A. Review the keys you know

- 1 aaa ;;; sss lll ddd kkk fff jjj aaa ;;;
2 ded led fed fgf leg keg juj jug lug dug

3-B. Practise the R key

- 3 fff frf rrr fff frf rrr fff frf rrr frf
4 frf fur fur frf far far frf jar jar frf
5 frf err err frf ere ere frf are are frf
6 frf red red frf rug rug frf rag rag frf

3-C. Practise the . key

- 7 lll l.l ... lll l.l ... lll l.l ... l.l
8 l.l dr. dr. l.l sr. sr. l.l fr. fr. l.l
9 l.l Dr. Dr. l.l Sr. Sr. l.l Fr. Fr. l.l
10 Dad fed us. See us. See Al. Ask Red.

Space once after a period following an abbreviation, and twice after a period at end of sentence.

CAUTION! It is natural to make typing errors at this stage. It is better to risk some errors than to slow down, or break rhythm, or look away from the line you are copying. Sail right in and type every line vigorously!

3-D. Use J-finger. Try the jhj reach (anchor K-L-Sem fingers in home position); then race through lines 11-14 three times each.

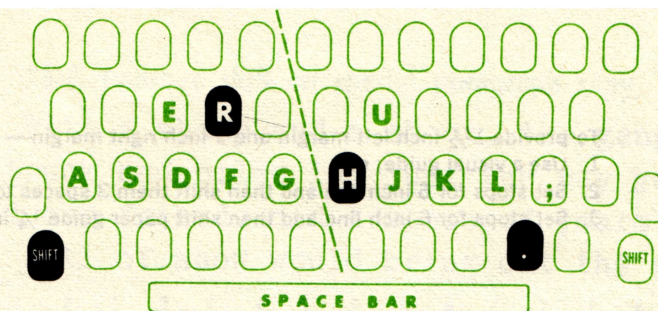
3-E. To capitalise any letter that is on the right half of the keyboard:

- (1) Keeping F-finger home, press and hold down left shift key with A-finger.
- (2) Strike the letter key.
- (3) Release the shift key and return all fingers to their home key position.

Type lines 15-18 three or more times each.

3-F. Analyse pattern of each line; then type it twice. **GOAL:** To finish both copies of line 22 in 1 minute. Keep eyes very firmly on copy. Can you?

3-G. This routine should be followed at the end of each practise period—but note: your instructor may not wish you to cover the machine at the end of each period during the day.



If you forget where a key is located, fight off the temptation to look at your fingers; look at this keyboard chart instead.

3-D. Practise the **H** key

- 11 j j j j h j h h h j j j j h j h h h j h j
 12 j h j h a d h a d j h j h a g h a g j h j h a s h a s j h j
 13 j h j h e ; h e ; j h j s h e s h e j h j h e r h e r j h j
 14 j h j a s h a s h j h j h u e h u e j h j h u g h u g j h j

SMOOTHLY!

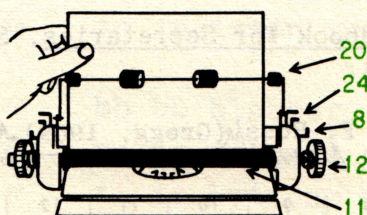
3-E. Practise the left **SHIFT** key

- 15 a a a J a a J a a a K a a K a a a L a a L a a a
 16 a a a J e d J e d a a a L e a L e a a a H a l H a l a a a
 17 a a a H e r H e r a a a H a s H a s a a a H a d H a d a a a
 18 a a a U s e U s e a a a L e d L e d a a a L e s L e s a a a

3-F. Measure your progress

- 19 H e a r d e a r g e a r e a r ; h u e s r u e s s u e s d u e s
 20 H a r e d a r e f a r e a r e ; r e e d r e e l r e e k r e e f
 21 R a s h s a s h h a s h a s h ; J a k e l a k e f a k e s a k e
 22 J e d h a s a g l u e j a r ; A l f h a s a r e d d e s k .

3-G. Clean up your table



1. Remove your paper: depress paper-release lever (24); draw out paper; release the lever.
2. Place bail (20) against cylinder (11).
3. Centre the carriage: holding the right cylinder knob (12), press carriage release (8); move carriage to middle; release the lever.
4. Cover the typewriter; put away your work.

LINE: 40
SPACING: SINGLE
GOAL: CONTROL I,
O, AND T
STRESS: KEEPING A-
AND SEM-FINGERS
ANCHORED AT HOME

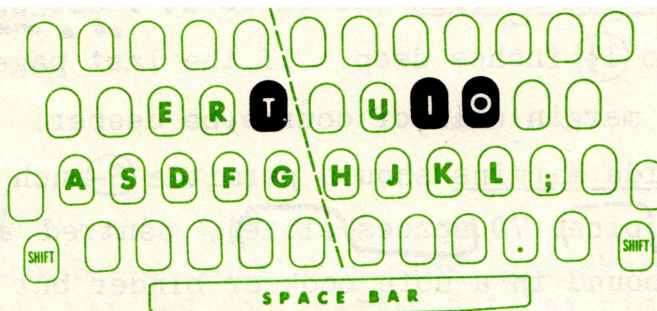
4-A. Type lines 1 and 2
twice each, stressing an
even and rapid pace.

4-B. Use K-finger. Try the
kik reach (keep Sem- and
L-fingers anchored on the
home keys, grazing but not
pressing them); then type
lines 3-6 three times.

4-C. Use L-finger. Try the
lol reach (keep J-finger
or Sem-finger, whichever
is easier for you, in the
home position); then type
lines 7-10 three times.

4-D. Use F-finger. Try the
ftf reach (keep the A-S-D-
fingers at home); then
type lines 11-14 three
times each. Return the
carriage without looking
up even once as you do so.

4-E. Analyse the pattern
of each line; then type
lines 15-18 twice each,
without hesitating and
without looking up once.



LESSON

4

New Keys

4-A. Review the keys you know

- 1 aaa ;;; sss lll ddd kkk fff jjj fgf jhj
- 2 a;a ded l.l frf juu fgf jhj a;a Les Sue

4-B. Practise the **I** key

- 3 kkk kik iii kkk kik iii kkk kik iii kik
- 4 kik air air kik fir fir kik sir sir kik
- 5 kik kid kid kik did did kik rid rid kik
- 6 kik dig dig kik jig jig kik rig rig kik

4-C. Practise the **O** key

- 7 lll lol ooo lll lol ooo lll lol ooo lol
- 8 lol log log lol jog jog lol dog dog lol
- 9 lol off off lol odd odd lol old old lol
- 10 lol oar oar lol our our lol oil oil lol

4-D. Practise the **T** key

- 11 fff ftf ttt fff ftf ttt fff ftf ttt ftf
- 12 ftf aft aft ftf its its ftf hat hat ftf
- 13 ftf too too ftf toe toe ftf the the ftf
- 14 ftf let let ftf lot lot ftf got got ftf

4-E. Build skill on word families

- 15 to toe tog tot too; it sit fit hit kit;
- 16 ut jut hut rut out; ot got rot lot hot;
- 17 ig fig dig rig jig; et let jet set get;
- 18 at sat hat fat eat; ir ire sir fir air;

4-F. Learn how errors are marked and counted

Compare this typing with lines 19-21 below.

The red ¹shue² is his. It is a good ³fit.
 The red shoe is his. It is a good fit.
 All of us ⁴ke Sue; she has ⁵good taste.
 All of us like Sue; she has good taste.
 Ask ⁶to ⁷see that all of ⁸get us to go.
 Ask ⁹l ¹⁰to see that all of us ¹¹fgrtto go.

As indicated in the examples above, count it an error when—

1. Any stroke is incorrect.
2. The punctuation, if any, after a word is incorrect or is omitted.
3. The spacing after a word or after its punctuation is incorrect.
4. Any stroke is so light that it does not show clearly.
5. A stroke is made over another.
6. A word is omitted.
7. A word is repeated.
8. Words are transposed.
9. A direction about spacing, indenting, etc., is violated.
10. A word contains a capital that does not print completely.
- Note that (11) only one error is charged to any one word, no matter how many errors it may contain.

4-G. Each line twice, without stopping or looking up. One blank line after each pair. Mark and count your errors, if any.

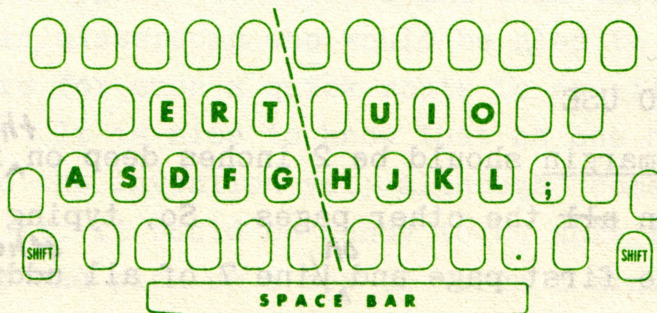
4-H. Type this two-line paragraph twice and mark errors. GOAL: To type a copy of both lines in 1 minute.

19 The red shoe is his. It is a good fit.
 20 All of us like Sue; she has good taste.
 21 Ask Al to see that all of us get to go.

4-H. Check your progress

22 Joe fell off a ladder; he hurt his leg.
 He asked Dr. Todd to take a look at it.

LINE: 40
 SPACING: SINGLE
 GOAL: REVIEW KEYS
 YOU KNOW
 STRESS: KEEPING
 EYES ON COPY



LESSON

5

Review

5-A. Review the keys you know

1 aaa sss ddd fff fgf jhj jjj kkk lll ;;;
 2 ded lol frf kik ftf juj fgf jhj ded l.l
 3 Alf Sue Del Flo Gae Joe Kit Lil Ted Her

5-B. Note the pattern (one letter changes from word to word in each group); then type lines 4-8 two times. Speed up and keep a steady, smooth pace on each of the repetitions.

5-C. The pattern is like that in 5-B. Type lines 9-12 two times, increasing your speed but keeping the pace steady as you repeat each of the drill lines.

5-D. It is helpful to time some of your efforts, so that you may know exactly how rapidly you can type.

If you record your error score and your speed score in each lesson, you can note your progress. Such scores also tell you if you should press more for accuracy improvement or if you should press more for an increase in speed.

5-E. Type lines 13-15 two times (or take a 1-minute writing on each line, so that you can figure your typing speed); then mark and count your errors.

5-F. Type this paragraph twice (or take three 1-minute writings on it); then circle any errors.

5-G. Type the paragraph two times. GOAL: To type it once in 1-minute.

5-B. Strengthen control of the home-row keys

4 Ada ade are art aft|;;; to; so; do; go;
5 Sal sat set sit sir|Lou lot log lug lag
6 Dee due dug dog dig|Kit elk ilk irk ark
7 Fil fir far fur for|Joe jog jag jug jig
8 Go; got get gat gag|Hal hat hit hut hot

5-C. Strengthen control of the other keys you know

9 Ira ire irk ilk ill|Tat hat oat eat fat
10 Rue rug rut rot rod|Era ere err ear eat
11 Our oar oat out oft|l.l Jr. Sr. Dr. Fr.
12 Ted tee toe tie the|Usa use uke ute ure

5-D. Learn how typing speed is measured

1. Type for an exact number of minutes while someone times you.

2. Find how many words you typed. Every 5 strokes count as 1 word, as marked off by the horizontal scales and, in paragraph copy, as cumulatively totalled after each line. The first example below contains

(8+8+4=) 20 words. The second example contains (24+4=) 28 words.

3. Divide the words typed by the minutes typed. If you type 28 words in 2 minutes, for example, you type (28÷2=) 14 *wam* (words a minute); or in 1 minute, (28÷1=) 28 *wam*; or in ½ minute, (28÷.5=) 56 *wam*.

Ask Ted or Louis to go out to see Kirk.
Ask Ted or Louis to go out to see Kirk.
Ask Ted or Louis to

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8

Compare with line 15.

The goal for this task is to do it just as fast as is safe. Look out for a lot of errors if too great a rush is tried. The goal for this

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8

Compare with paragraph 16.

5-E. Build skill on sentences

13 The girls tried to get out to the lake.
14 Gail has a fur; her dad got it for her.
15 Ask Ted or Louis to go out to see Kirk.

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8

= 5-stroke words

5-F. Build skill on a paragraph

16 The goal for this task is to do it just as fast as is safe. Look out for a lot of errors if too great a rush is tried.

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8

CUMULATIVE
WORDS

8

16

24

5-G. Measure your progress

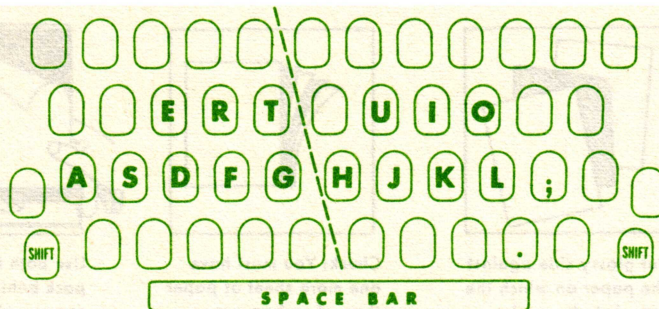
17 The three of us took a good ride out to the lake to fish. Jake got us a trout.

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8

8

16

LINE: 40
SPACING: SINGLE
GOAL: INCREASE
KEYBOARD CONTROL
STRESS: KEEPING
EYES ON COPY



LESSON

6

Clinic Review

6-A. Type lines 1-3 twice each, with a blank line after each repetition. The lines are very easy; get off to a racing start!

1 aaa ;;; sss lll ddd kkk fff jjj ggg hhh
2 lol ded kik frf juj ftf jhj fgf l.l aaa
3 a d e f g h i j k l o r s t u . ; a d e

6-B. To reveal weaknesses, type straight through lines 4-7 once. Press for speed and do not look up. Each key you know is used at least eight times here.

4 self jail late just good felt dogs joke
5 huge took dust jade tiff hulk flag jigs
6 tuft jerk high furl drag judo ajar kite
7 lake fork held risk hair fish jugs hard

6-C. Proofread your copy of lines 4-7 very carefully and make a list of all the letters typed incorrectly. Then, take these steps:

(1) Note the four letters you incorrectly typed most often. Then, in lines 8-22, find the drills for the four letters and type each of the drills twice.

(2) Then type lines 8-22 straight through once, but pause to rest briefly after typing lines 12 and 17.

(3) Finally, retype lines 4-7 as a retest. You should do much better this time.

8 aa alas aa ajar aa area aa gala aa data
9 dd deed dd died dd dude dd duds dd dead
10 ee seek ee free ee feel ee flee ee edge
11 ff ruff ff gaff ff doff ff guff ff huff
12 gg eggs gg flag gg gags gg gift gg grog
13 hh high hh hush hh hath hh hoot hh hash
14 ii idea ii irks ii illls ii idol ii idle
15 jj jell jj joss jj just jj jolt jj jilt
16 kk kale kk kill kk silk kk disk kk talk
17 ll loll ll doll ll lilt ll sell ll lull
18 oo food oo hood oo odor oo door oo oleo
19 rr roar rr errs rr rare rr risk rr rear
20 ss sees ss sits ss sirs ss toss ss sets
21 tt trot tt taut tt tuft tt that tt test
22 uu used uu dull uu uses uu full uu true

6-D. Type the complete sentence twice. GOAL: To finish the sentence easily in 1 minute or less.

23 Jud is to go to the edge of the lake to
see if the old oak tree is still there.
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8

EYES ON
THE COPY!

WORDS

8

16

LINE: 40
SPACING: SINGLE
GOAL: CONTROL COMMA,
C, M, AND COLON
STRESS: KEEPING
WRISTS CLOSE
TOGETHER

7-A. Type lines 1 and 2
twice, leaving a blank line
between each of the pairs.
Keep your fingers going!

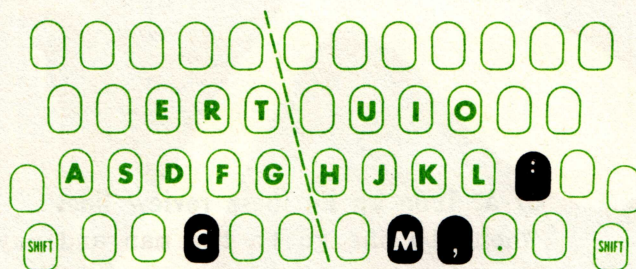
7-B. Use K-finger. Try the
k,k reach (keep Sem- and
L-fingers at home; curl
K-finger, to ease reach to
Comma key). Then, type
lines 3-6 three times.

7-C. Use D-finger. Try the
dcd reach (keep your A-
and S-fingers anchored on
home keys; curl D-finger,
to make reach to C easier).
Then type lines 7-10 three
or more times each.

7-D. Can you complete a
copy of the sentence in
1 minute? Type it twice,
concentrating on the C's.

Note: 1 space after Comma.

7-E. Use J-finger. Try the
jmj reach (keep K-L-Sem-
fingers anchored at home).
Type lines 12-15 three
times each, speeding up
on each of the repetitions.



New Keys

7-A. Review the keys you know

- 1 if it is; to go to; or to us; or if it.
- 2 Joe is; Kit is; Let us; For Al; His dog

7-B. Practise the , key

- 3 kkk k,k , , , kkk k,k , , , kkk k,k , , , k,k
- 4 k,k as, as, k,k is, is, k,k us, us, k,k
- 5 k,k to, to, k,k do, do, k,k so, so, k,k
- 6 k,k of, of, k,k if, if, k,k it, it, k,k

7-C. Practise the C key

- 7 ddd dcd ccc ddd dcd ccc ddd dcd ccc dcd
- 8 dcd cad cad dcd cod cod dcd cud cud dcd
- 9 dcd ice ice dcd ace ace dcd act act dcd
- 10 dcd cue cue dcd cut cut dcd cur cur dcd

7-D. Measure your progress

- 11 Get Carol, Charles, or Cathie to act as
- a guide; the others are to check coats.

WORDS

8

16

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8

7-E. Practise the M key

- 12 jjj jmj mmm jjj jmj mmm jjj jmj mmm jmj
- 13 jmj jam jam jmj ham ham jmj him him jmj
- 14 jmj mar mar jmj mat mat jmj mad mad jmj
- 15 jmj sum sum jmj gum gum jmj hum hum jmj

Note: 1 space after Period used with an abbreviation; 2 spaces after the Colon.

7-G. Type each note twice.
GOAL: To finish note 20 or 21 in 1 minute or less and both notes in 2 minutes.

LINE: 40
SPACING: SINGLE
GOAL: CONTROL W,
Y, V, AND N
STRESS: KEEPING
ARMS MOTIONLESS

8-A. Type lines 1-2 twice. Keep wrists quiet and type with sharp, biting strokes.

8-B. Use S-finger. Try the sws reach (anchor either A- or F-finger at home—which is easier for you?). Type lines 3-6 three times.

8-C. Use J-finger. Try the jyj reach (anchor K-L-Sem-fingers at home); note angle of the reach to J key. Type lines 7-10 three times, without pauses.

```

16      ;;; ;;; ;;; ;;; ;;; ;;; ;;; ;;;
17      Dear Al:  Dear Jo:  Dear Lu:  Dear Sir:
18      Mr. Em:  Dr. Doe:  Miss Ree:  Mrs. Mor:
19      To Mr. Ulm:  To Mrs. Ulm:  To Miss Ulm:

```

20 Dear Mack: I heard that Carl, Jack, or
Cedric might come to see our last game.

21 Dear Harold: Either Cora or Jack is to
go home for the game. Dick is too ill.

1	2	3	4	5	6	7	8
---	---	---	---	---	---	---	---

WORDS

8

16

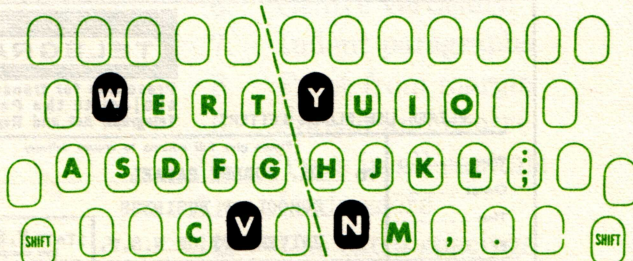
24

32

LESSON

8

New Keys



```
1   aaa ;;; sss lll ddd kkk fff jjj fgf jhj
2   lol ded kik frf juj ftf jmj dod k,k l.l
```

3 SSS SWS WWW SSS SWS WWW SSS SWS WWW SWS
4 SWS sow sow SWS sew sew SWS saw saw SWS
5 sws low low* sws mow mow sws wow wow sws
6 sws we, we, sws who who sws was was sws

Dotted lines are to spotlight the reach you are practising.

7 j j j j y j y y y j j j j y j y y y j j j j y j y y y j y j
8 j y j s l y s l y j y j s h y s h y j y j s k y s k y j y j
9 j y j y e s y e s j y j y e t y e t j y j y o u y o u j y j
10 j y j j a y j a y j y j w a y w a y j y j m a y m a y j y j

By curling your finger under whenever reaching downward, like d-to-c and j-to-m, you can make such reaches without moving your hands at all. Result: accuracy; greater speed.

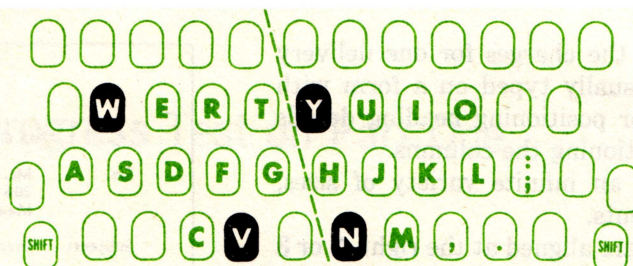
8-D. Type this note twice, concentrating on the W's and Y's. GOAL: To finish a copy in 1 minute or less.

8-E. Typists who keep their wrists low and hold their right thumb well above the space bar make few spacing errors. The thumb should be bent so that its tip points toward and nearly touches the B key.

8-F. Use F-finger. Try the fvf reach (keep the A-S-D-fingers anchored at home). Then type lines 12-15 three times. Can you make the fvf reach without moving any finger except the F?

8-G. Use J-finger. Try the jnj reach (K-L-Sem-fingers should be anchored in home position). Type lines 16-19 three times. Move only J-finger as you reach for the N key. Speed up on each of the repetitions.

8-H. Measure your control of all keys that you have learned so far by typing each note at least twice. GOAL: To finish each note in 1 minute or less and to finish both in 2 minutes.



Spacing reminder: Space once after a comma, semicolon, or a period following an abbreviation.

Space twice after a sentence and after a colon.

8-D. Measure your progress

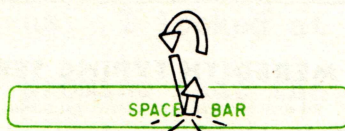
WORDS

11 Dear Mary: We wish you would tell Judy 8
how to get her team to work like yours. 16
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8

8-E. Check your space-bar technique

Q: Sometimes I leave out a space. Sometimes I get extra spaces. What am I doing wrong?

A: Probably letting your thumb rest on the space bar or your palm lean on the machine. Hold your thumb a half inch above the bar, so you can get a sharp, bounce-off space stroke.



8-F. Practise the V key

12 fff fvf vvv fff fvf vvv fff fvf vvv fvf
13 fvf vie vie fvf vim vim fvf via via fvf
14 fvf vet vet fvf vat vat fvf eve eve fvf
15 fvf velvet, fvf valves, fvf vividly fvf

8-G. Practise the N key

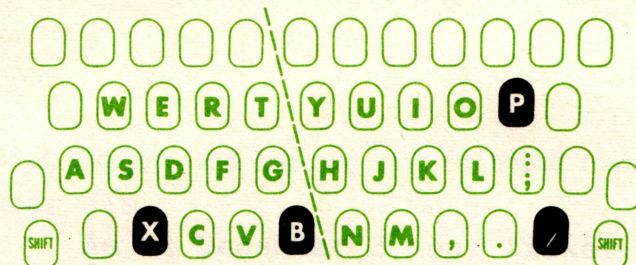
16 jjj jnj nnn jjj jnj nnn jjj jnj nnn jnj
17 jnj nun nun jnj run run jnj sun sun jnj
18 jnj not not jnj now now jnj nor nor jnj
19 jnj and and jnj one one jnj can can jnj

8-H. Measure your progress

WORDS

20 Dear Vic: When we see Jay, we will ask 8
him to give Wally a list of five names. 16
21 Dear Roy: I may have to see Amy today; 24
if so, I will try to run over at seven. 32
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8

LINE: 40
SPACING: SINGLE
GOAL: CONTROL X, P,
B, AND DIAGONAL
STRESS: KEEPING
ELBOWS IN



LESSON

9

New Keys

9-A. Type lines 1-2 twice each, trying to double your speed on each repetition. Leave a blank line between each pair of drill lines.

9-A. Review the keys you know

1 led vet ice due kit rim jay aft fan jam
2 for how joy fog cod sow gum jug sum log

9-B. Use S-finger. Try the sxs reach (keep A-finger or F-finger anchored in home position, whichever is easier for you). Then type lines 3-6 three times. Speed up on repetitions.

9-B. Practise the X key

3 SSS SXS XXX SSS SXS XXX SSS SXS XXX SXS
4 SXS six six SXS nix nix SXS fix fix SXS
5 SXS wax wax SXS tax tax SXS lax lax SXS
6 SXS fox fox SXS sox sox SXS axe axe SXS

9-C. Use Sem-finger. Try the ;p; reach (anchor your J-K-L-fingers close to the home keys and keep elbows in, motionless). Then type lines 7-10 three times.

9-C. Practise the P key

7 ;;; ;p; ppp ;;; ;p; ppp ;;; ;p; ppp ;p;
8 ;p; lap lap ;p; nap nap ;p; map map ;p;
9 ;p; pin pin ;p; pen pen ;p; pan pan ;p;
10 ;p; pox pox ;p; pot pot ;p; put put ;p;

9-D. Type the note twice. GOAL: A copy in 1 minute. Concentrate on P's and X's.

9-D. Measure your progress

11 Dear Rex: Please pay Max for the sixty
papers I lost; I can pay you next week. 8
16
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8

WORDS

9-E. Use F-finger. Try the fbf reach, keeping your A- and S-fingers at home (D-finger, too, if you can!). Type lines 12-15 three or more times. Speeding up?

9-E. Practise the B key

12 fff fbf bbb fff fbf bbb fff fbf bbb fbf
13 fbf fob fob fbf job job fbf rob rob fbf
14 fbf bud bud fbf but but fbf bug bug fbf
15 fbf be, be, fbf box box fbf by, by, fbf

9-F. Use Sem-finger. Try the ;/; reach (keep your J-finger at home—and your K-L-fingers, too, if you can). Type lines 16 and 17 three times. Gradually speed up on repetitions.

9-F. Practise the (diagonal) key

16 ;;; ;/; /// ;;; ;/; /// ;;; ;/; /// ;/;
17 ;/; his/her ;/; him/her ;/; we/they ;/;

9-F, continued. Type lines 18-19 three times. Keep elbows in close and eyes on the copy at all times.

9-G. Measure your control of keys you have practised so far by typing each of the notes twice. GOAL: A copy of note 20 or 21 in 1 minute and a copy of both notes in 2 minutes.

LINE: 40
SPACING: SINGLE
GOAL: CONTROL ?, Z, Q, AND HYPHEN
STRESS: KEEPING ELBOWS IN

The question mark and hyphen keys are in different positions on various makes of typewriters. Note the position of the key on your typewriter.

10-A. Type lines 1, 2, 3 twice, both times as evenly and unhesitantly as though keeping time to music.

10-B Practise lines 4-7 three or more times.

10-C. Use A-finger. Try the aza reach (keep F-finger at home; curve A-finger tightly, to make the reach to Z easy). Type lines 8-11 three times, keeping your elbows motionless

9-F. Practise the (diagonal) key, continued

- 18 Two kinds of current: the a/c and d/c.
19 There is no charge. Mark the bill n/c.

9-G. Measure your progress

- 20 Dear Bill: We will plan on your taking five or six boys to the game on Friday. 8 16
21 Dear Pat: My car may be in the garage; so I will get Jack to bring those boys. 24 32

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8



LESSON

10

New Keys

10-A. Review the keys you know

- 1 ask lad met sue jam dig rub hog sir boy
2 fog the jet six ice cup gum now via sow
3 Rex Ned Von Kay Alf Joe Con Jan Gay Pam

10-B. Practise the ? key

- 4 ; ; ; ; - ; ; - ? ; ; ? ? ; ; ; ; - ; ; - ? ; ? ? ; ? ;
5 ; - ; ; ? ; who ? who ? ; - ; ; ? ; how ? how ? ; ? ;
6 ; - ; ; ? ; why ? why ? ; - ; ; ? ; you ? you ? ; ? ;
7 ; ? ; Who is there ? ; ? ; Will you see ? ; ? ;

10-C. Practise the Z key

- 8 aaa aza zzz aaa aza zzz aaa aza zzz aza
9 aza zip zip aza zig zig aza zag zag aza
10 aza zoo zoo aza zed zed aza zee zee aza
11 aza buzzers aza zestful aza dizzily aza

Note in 10-H that Hyphen is typed without a space when used as follows:

(1) To indicate any word division (as in line 21).

(2) To join words in a compound (as in line 22).

(3) To indicate a dash, which is made with two hyphens (as in line 23).

10-D. Type the note twice.
GOAL: A copy in 1 minute.

10-F. Use Sem finger. Try ;: reach, keeping the J-finger at home. Your K-L-fingers spread and rock forward as Sem-finger straightens for long reach to Hyphen. Then type lines 13-16 three times each.

10-G. Use A-finger. Try the aqa reach (keep your F-finger anchored and lift your D-S-fingers only slightly; A-finger stays curled). Then type lines 17-20 three times each.

10-H. Type each note twice.
GOAL: A copy of each note in 1 minute and a copy of any two in 2 minutes.

If time permits, take a 2-minute timing: begin with the first note and type straight through the others as far as you can get in 2 minutes. Proofread your work carefully. Do errors indicate that you need special practice typing?



10-D. Measure your progress

WORDS

12 Dear Blaze: Would you and/or Buzz like 8
to hear our new jazz records? Tonight? 16
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8

10-E. Check your elbow control

Q: Is it all right to swing out the elbows for keys like Q, -, and Z?

A: No. If you do, your hands will be out of position for striking the

next keys. REMEMBER: Keep your elbows in close, hanging loosely by your sides. Keep your shoulders down and your fingers well curved.

10-F. Practise the - (hyphen) key

13 ;:; ;p; ;p-; ;--; ;;; ;p; ;p-; ;--; ;-;
14 ;p- ;-; blue-gray ;p- ;-; one-third ;-;
15 ;p- ;-; one-fifth ;p- ;-; part-time ;-;
16 ;p- ;-; left-hand ;p- ;-; one-sixth ;-;

10-G. Practise the Q key

17 aaa aqa aqqa aqqa aaa aqa aqqa aqqa aqa
18 aqa aqa quit quit aqa aqa quip quip aqa
19 aqa aqa quiz quiz aqa aqa quay quay aqa
20 aqa quick quickly aqa quiet quietly aqa

10-H. Measure your progress

WORDS

21 Dear Jacqueline, Do you know the equation 8
Mr. Zelt quoted? Is it a new one? 16
22 Dear Zoe, My family is planning for an 24
eight-day trip to Zion Park next month. 32
23 Dear Buzz, Was the quiz--the one about 40
the mazes--very hard? Were you amazed? 48
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8

LINE: 40
SPACING: SINGLE
GOAL: STRENGTHEN
CONTROL
STRESS: SHARP,
BOUNCE-OFF STROKES



LESSON

11

Review

11-A. Type each line twice.
Stress sharp, even strokes.

11-A. Review the alphabet keys

1 kit lid mad net vie why yet zoo aim tax
2 bow fit hug icy jig orb pit quo sir use

11-B. Type line 3 or 4 twice,
followed by a blank line
(return carriage twice).

If you break rhythm, look
up, or jam keys on second
typing of any line, type
that line once more.

Try to maintain a very
even, steady pace and to
keep your arms and wrists
almost motionless—to
make reaches FINGER
motions, not arm motions.

The dotted lines remind
you of the reach-path that
you are practising.

11-B. Build accuracy on reach-stroke words

3 aza azure aza amaze ;/? ball? ;/? hall?
4 aza azure aza amaze k/? ball? k/? hall?
5 dcd coded dcd decoy k,k mask, k,k bank,
6 fvf favor fvf fives jmj major jmj James
7 fbf abaft fbf fable jnj joins jnj junks
8 fgf fight fgf flags jhj rajah jhj John;
9 ftf after ftf swift jyj delay jyj enjoy
10 aqa quail aqa quake ;p; prop; ;p; shop;
11 sws sweet sws swipe lol loose lol slope
12 ded deeds ded delay kik skill kik kilts
13 frf fresh frf fruit juj judge juj juror

Downward
reaches

Inward
reaches

Upward
reaches

11-C. Apply the directions
given for 11-B, above.

The vertical lines guide
your eyes for grouping the
words in phrases. Do not
pause when you reach any
words in phrases; do not
pause when you reach
any vertical line.

Lines 14-24 are extremely
easy, so easy that you run
the risk of jamming keys
unless you strike them
very sharply. If typebars
do jam, untangle them very
carefully—never yank!

11-C. Build speed on phrase sequences

14 if he | if he | if he is | if he is | if he is
15 is to | is to | he is to | he is to | he is to
16 to go | to go | is to go | is to go | is to go
17 or do | or do | or do so | or do so | or do so
18 and for | and for | and for the | and for the
19 got the | got the | and got the | and got the
20 has had | has had | has had the | has had the
21 the man | the man | the man may | the man may
22 with them | with them both | with them both
23 will have | will have them | will have them
24 came from | came from them | came from them

Twos

Threes

Fours

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8

Setting a tab stop:

1. Clear machine.
2. Space in 5 from left margin setting.
3. Press "tab set."
4. Test setting.

Word-count credit:

The word counts in this book credit you 1 word (5 strokes) for each of the indentations and each of the EXTRA carriage returns you must make in timings.

11-E. Three steps:

1. Measure your skill; type a double-spaced copy and proofread it.
2. Improve your skill: If you made 5 or more errors in 11-E, repeat 11-B once; but if you made 4 or fewer errors, then repeat 11-C once.
3. Test your skill: Retype the letter once.
GOAL: A complete copy in 2 minutes or less.

LINE: 40
TAB: 5
SPACING: SINGLE
GOAL: REVIEW KEYS;
CORRECT WEAKNESSES
STRESS: EYES ON COPY

12-A. Type each of these lines twice. Eyes on copy!

12-B. Measure your skill and then increase it:

1. Using double spacing and tab-5 indentation, type and proofread a copy of 12-B. Count your errors.
2. If you make 5 or more errors, type lines 4-12 (page 27) twice each and lines 13-21 once each.
3. If you make 4 or fewer errors, type lines 4-12 (page 27) once each and lines 13-21 twice each.

11-D. Learn how to indicate a new paragraph

When a paragraph is double spaced, indent the first word 5 spaces. Use the tabulator for this indentation. Review (page 7) the steps for using the tabulator mechanism.

When a paragraph is single spaced, precede it with 1 blank line. The first word may be either indented 5 spaces or blocked at the margin.

Summary of possibilities:

Dear Mr. Hale,

I do appreciate very much your help in tracking down the list of customers in Kew.

If there is ever a chance that I can repay the favor, do give me a chance to do so.

Double spaced, indented

Dear Mr. Hale,

I do appreciate very much your help in tracking down the list of customers in Kew.

If there is ever a chance that I can repay the favor, do give me a chance to do so.

I think that your company will be rather pleased to know that your bid got our order.

Single spaced, indented

Dear Mr. Hale,

I do appreciate very much your help in tracking down the list of customers in Kew.

If there is ever a chance that I can repay the favor, do give me a chance to do so.

I think that your company will be rather pleased to know that your bid got our order.

Single spaced, blocked

11-E. Boost and measure your progress

WORDS

25

Dear Mr. Jackson,

4

5➤ Our club is quite grateful to you, sir, for what you have done to help us.

12

5➤ In the next few days we shall send you a gift, very small in size but very big in what it means.

20

28

36

40

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8

LESSON

12

12-A. Review the alphabet keys

Clinic Review

1 move back quit pond girl waxy fish jazz

2 vows joke foxy quiz calm drab nigh tops

12-B. Measure your keyboard control

WORDS

3 My dear Mr. Baker,

4

5➤ I had to stop in the office on the sixth floor today; I saw Mr. Jay there.

12

20

He told me he had changed his mind and does not plan to give a quiz at the end of the course.

28

36

40

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8

12-C. Using single spacing, type each line twice if you made 5 or more errors in 12-B, but only once if you made 4 or fewer typing errors in 12-B (page 26).

The drills are designed to help you keep your wrists and arms almost motionless (most of the words bring your fingers back to their home-key positions).

Any time you want a drill to sharpen stroking, turn to this page and retype lines 6, 9, and 12.

12-D. Using single spacing, type each line twice if you made 4 or fewer errors in 12-B, but only once if you made 5 or more errors in 12-B (on page 26).

Do not pause when you come to the vertical lines—they are simply guides to help you read the copy by grouping words for you.

12-E. Set tab stops at the points indicated on the scale; using the tab by touch, type lines 22-23 three times. Don't look up!

12-F. To measure progress, type 12-F twice. Use a tab-5 indentation and double spacing. GOAL: A complete copy in 2 minutes or less, with 4 or fewer errors.

Remember to tab-indent the paragraphs without looking up from the book once.

12-C. Build accuracy on tight motions

4	calls backs chalk flax mass balk baa zag	Rows 1&2
5	glass flask shall slag dash glad ask all	Row 2
6	equal plush yells risk owls wish oil was	Rows 2&3
7	bands smash naval jabs sank ball cad bag	Rows 1&2
8	flags flash halls sash alas gala sag ash	Row 2
9	usual heels pulls talk desk poll rag ail	Rows 2&3
10	lacks gnash banks mask sank labs van bad	Rows 1&2
11	slags slash salad flag lash shag lag has	Row 2
12	toils speak swish rush yolk wail era old	Rows 2&3

12-D. Build speed on phrase sequences

13	if it if it if it is if it is if it is	Twos
14	or if or if or if it or if it or if it	
15	if we if we if we do if we do if we do	
16	are not are not are not yet are not yet	Threes
17	ask him ask him ask him for ask him for	
18	get the get the get the one get the one	
19	they said they said that they said that	Fours
20	with this with this form with this form	
21	they wish they wish that they wish that	
	1 2 3 4 5 6 7 8	

12-E. Sharpen proficiency in tab-indenting

22	TAB> You TAB> You TAB> You TAB> You
23	Well Well Well Well Well
	30 35 40 45 50 55 60 65 70

12-F. Measure your progress

24	Dear Mr. Lovejoy:	4
5>	You asked me to try to get you two	12
	tickets for the Davis Cup Series.	19
	I have been quite fortunate in securing	26
	two seats in the members' stand, which is	34
	facing the centre court.	40
	1 2 3 4 5 6 7 8	

LINE: 50
 TAB: 5
 SPACING: SINGLE
 GOAL: LEARN TO
 CENTRE VERTICALLY
 STRESS: TOUCH
 CONTROL

13-A. Type each line twice,
 as smoothly as you can.

13-B. To select practice
 goals, type and proofread
 a copy. Use single spacing
 and a tab-5 indentation.

Note that the word count
 credits you with 1 word
 (5 strokes) for each extra
 carriage return (for the
 blank line before each of
 the paragraphs) and for
 each paragraph indentation.

13-C. To boost accuracy,
 type lines 4-7 three times
 if you made 5 or more
 errors in 13-B, but each
 line twice if you made 4
 or fewer errors. Keep your
 hands from bouncing!

13-D. To increase speed,
 type lines 8-11 three times
 if you made 4 or fewer
 errors in 13-B, but each
 line twice if you made 5
 or more errors. Always tap
 keys sharply, to keep the
 typebars from jamming.

13-E. To synchronize the
 capital-shift motions and
 eliminate "flying caps,"
 type lines 12-13 three or
 more times each. Increase
 speed on repetitions.

13-F. To boost and to
 measure your skill, type
 13-F twice, line for line.
 GOAL: A complete copy in
 2 minutes or less, with 4
 or fewer typing errors.

Unit 3. Skill Development

Skill Drive

13-A. Review the alphabet keys

- 1 back dent high joke melt hope quiz rust vows foxy
- 2 Jack Dave Ruth John Mell Hope Quen Russ Vera Ford

13-B. Measure and improve your keyboard control

WORDS

- 3 Jeff King, 2

The next time you are out this way, try
 to drop in at our plant. 12
 17

We are quite worried about our accident
 rate and hope you will help us look over the
 hazards to our men. 27
 36
 40

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9

13-C. Build accuracy on one-hand words

- 4 wade join free milk fact look face hull dare hill
- 5 fare jump stew link wave pull vase hoop rate pink
- 6 best mill east pony raft hulk ease puny fast lump
- 7 date only test pump afar oily fads upon draw poll

13-D. Build speed on alternate-hand words

- 8 chapel bushel endow angle they lend for the it is
- 9 profit formal bugle right work duty vow rib or if
- 10 height dismay their gland than when owl pan do so
- 11 handle mangle handy giant coal mend lay cut ox of

13-E. Increase efficiency in capitalising

- 12 Drew Earl Evan Carl Fred June Kirk Lois Jill Lola
- 13 Cora Dick Bill Rita Anne Paul Jane Hank Nate Irma

13-F. Measure your progress

WORDS

- 14 Miss Gray, 2

As soon as you can, please find out for
 us the exact steps in the new Ozite process. 12
 21

What I have read about it seems to show
 it may be just what we require for our work. 31
 40

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9

Shortcut to save time in centring the carriage: Before you begin to backspace, set the stop at the centring point; then you can tabulate to that point to centre the carriage.

If you correctly centre the names in the exercise, the letter B in each name will align vertically.

LINE: 50
TAB: 5 AND CENTRE
SPACING: SINGLE
GOAL: LEARN TO CENTRE HORIZONTALLY
STRESS: TOUCH CONTROL

14-A. Type each line twice; keep eyes on the copy.

14-B. To define practice goals, type and proofread a copy of this letter.

Note that you must tab twice in succession to reach the centre, where you begin the name "Jeff King." The double tab—make it without looking up!—counts as 2 words.

14-C. To boost accuracy, type lines 4-7 three times each if you made 5 or more errors in 14-B, but twice each if you made 4 or less typing errors in 14-B.

14-D. To increase speed, type lines 8-11 three or more times each if you had 4 or fewer errors in 14-B, but twice each if you had 5 or more errors in 14-B.

13-G. Learn to centre horizontally

To centre words across the page:

1. Set the carriage at the centre point of the paper.

2. Find the backspace key in the upper left or right of the keyboard. This key is ordinarily controlled by the nearest little finger; but, *on a manual machine*, it is better to use the *thumb* on the backspace key *when using it for centring*.

3. Say the letters and spaces of the words in pairs, pressing and releasing the backspace key one time after you say each pair of strokes.

Caution: You will often have a letter left over after calling the pairs; do *not* backspace for this letter.

4. Type the words. They should appear in the middle of the paper.

PRACTICE. Centre these names.

Ralph Tolberts

Helen Debolt

Kathryn Robinson

Mary Lee Busch

Joseph F. Bentley

John Thomas Philbertson, Jr.

LESSON

14

Skill Drive

14-A. Review the alphabet keys

1 tab vow lag zip fox ham bed irk joy quo act an so
2 jobs vary zone flax lone milk crew quit digs help

14-B. Measure and improve your keyboard control

3 Mr. Queen,

Thank you for inviting me to stop in at your plant. I expect to be able to do so on Monday and will do my best to see what risks or hazards I can detect.

➔TAB ➔TAB

Jeff King.

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9

WORDS

2

3

12

21

30

35

36

40

14-C. Build accuracy on double-letter words

4 grammarian succeeds powwows apples radii burr add
5 assistants quitters vacuums suffer guess ebbs baa
6 bookkeeper withhold flivver jammed dizzy eggs inn
7 staggering possible process supper fluff been odd

14-D. Build speed on phrase sequences

8 to see to see to see him to see him to see him at
9 are you are you free are you free are you free to
10 to show to show us show us their to show us their
11 have been been able have been able have been able

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10

14-E. To sharpen your carriage returns, type each word on a separate line; repeat the drill, this time indenting each word 5 spaces. If your machine is manual, type line 13 before line 12.

14-F. To increase and to measure your typing skill, type this letter twice.

GOAL: A complete copy in 2 minutes or less, with 4 or fewer typing errors.

Remember to double-tab to the name of the writer.

14-G. Centring and "all capping" are two display techniques that all typists use. Use the tab to recentre the carriage; double space.

LOCK

SHIFT
LOCK

LINE: 50
TAB: 5 AND CENTRE
SPACING: SINGLE
GOAL: IMPROVE SKILL
AND CENTRING
STRESS: TOUCH
CONTROL

15-A. Each line twice, with almost perfect rhythm.

15-B. To pinpoint your practice goals, type and proofread a copy of 15-B.

Remember to double-tab to the signature position.

If you do complete this letter in 2 minutes, what is your average speed?

14-E. Increase efficiency in returning carriage

will bill Jake Joan Mark Kaye Dell Sara Rita They
pour miss Dana Walt Bill Ford Miss Jory Mrs. Lane

14-F. Measure your progress

Mr. Glenn,

I have been able to make a date for the man from the Ozite firm to show us their new processes. Will you be free to see him at a quarter to four next Monday?

→TAB →TAB

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9

Jane Gray.

WORDS

2
3
12
21
30
36
37
41

14-G. Learn to type all capitals

To type all the letters of a word or group of words in capitals:

1. Press the shift lock. It is above one or both shift keys.

2. Type the word or words.

3. Release the lock by touching the opposite shift key.

CAUTION. Do not forget to release the lock whenever a stroke that cannot be typed in capitals (a hyphen,

for example) appears among the capitalized letters. Why?

PRACTICE. Centre horizontally:

A Report by Earl Carr on the
OZITE PROCESS

Newly Developed by the
OZITE-PARKER COMPANY
MELBOURNE. VIC.

LESSON

15

Skill Drive

15-A. Review the alphabet keys

ply jam keg cot big her fox sat zoo que vied know
many spur wove back quit hazy deft exit high jolt

15-B. Measure and improve your keyboard control

Dear Mr. Case,

I wish to express my thanks now for the time you gave me on Thursday. I realize how busy you are, sir; and I am grateful for the quarter hour that you gave me.

Jay White

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9

WORDS

3
4
13
22
31
37
38
42

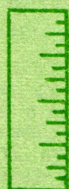
15-C. To strengthen your accuracy, type lines 4-7 three times if you made 5 or more errors in 15-B, but twice each if you made 4 or fewer mistakes.

15-D. To speed up your key stroking, type lines 8-11 twice each if you made 5 or more errors in 15-B, but three times if you made 4 or fewer typing errors.

15-E. To develop sharper space-bar strokes, type lines 12-14 three times—once very slowly and then twice more, to pick up a faster and faster stroke.

15-F. To increase and to measure your skill, type this letter twice. GOAL: A copy in 2 minutes or less, with 4 or fewer errors.

15-G. There are 10 x 6 = 60 lines on a full sheet of paper. There are 30 lines on a half sheet.



Line 1
Line 2
Line 3
Line 4
Line 5
Line 6

"CENTRE" CHECK: To see whether you correctly centre the work vertically, fold the paper, top to bottom, and make a crease across the centre. The crease should come close to the point indicated by the arrow. Does it?

15-C. Build accuracy on double-reach words

4 gr groan grown growl grope grape grade graze gray
5 hu hurry hurts hubby hush, hunts hulks human hull
6 rt smart heart chart start quart darts apart cart
7 my enemy hammy Sammy dummy rummy gummy tummy army

15-D. Build speed on rock-reach words

8 at plate crate orate float that flat neat pat hat
9 ly dully fully sully silly July only lily sly fly
10 ag again snags flags stage cage crag slag jag lag
11 py happy nippy wispy pylon copy pyro pyre pyx spy

15-E. Increase efficiency in using space bar

12 b c d e f g h i j k l m n o p q r s t u v w x y z
13 We are to go to the shop as soon as we can do so.
14 He tried . . . tried very hard . . . but he lost.

15-F. Measure your progress

15 Dear Vic,

Our group will meet at a quarter to six Mondays to plan the kind and size of project the club will do this year. I hope that you will plan to be there with us.

Bob Grant.

WORDS

2
3
12
21
30
37
38
42

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9

15-G. Learn to centre vertically

If you have not already done so, study the section on "Vertical Spacing" on page 8.

PROBLEMS. On what line of a full page of paper would you begin typing to centre: (a) 26 single-spaced lines? (b) 25 single-spaced lines? (c) 12 double-spaced lines?

On what line of a half page would you begin typing to centre: (d) 21 single-spaced lines? (e) 18 single-spaced lines? (f) 12 double-spaced lines? (g) 8 triple-spaced lines?

PRACTICE. Centre this display on a half sheet of paper. Centre each line horizontally. Use double spacing.

16 The Next Meeting of
17 THE WOODLAWN BUSINESS CLUB
18 Will Be Held
19 OCTOBER SIX :: THREE-THIRTY :: ROOM NINE
20 Members Only

LINE: 50
TAB: CENTRE
SPACING: SINGLE
GOAL: EXTEND
CENTRING SKILL
STRESS: TOUCH
CONTROL

LESSON

16

Skill Drive

16-A. Type each line twice;
use very sharp strokes.

16-A. Review the alphabet keys

1 the lap vex bag ask wig car jet qua fed zoo no my
2 silk whim quiz five lock jade oxen cafe type brig

16-B. Measure and improve your keyboard control

16-B. To target practice
goals, type and proofread
a copy on a 40-space line.

3 CARL VANCE WORDS 6
will explain the unique new Ozite chalk 15
process in the Board Room at three next 23
Friday. All those who wish to hear his 31
talk are free to plan to do so. 37
TAB➤ Kane Glenn. 41
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8

16-C-D. To reinforce skill,
type lines 4-7 three times
each and lines 8-11 twice
each if you made 5 or more
errors in 16-B; but if you
made 4 or fewer errors,
then type lines 4-7 twice
each and lines 8-11 three
times each. Eyes on copy!

16-C. Build accuracy on double-stroke words

4 SW sweep sweet sweat swear swap swat swab swim SW
5 lo loose lords longs lower loaf load lore love lo
6 de delay demon dense delve deny desk deal dent de
7 ki kinds kilts kitty kings kits kite kick kiln ki

16-D. Build speed on alternate-hand words

8 such they hand half soap held mane naps dusk amen
9 firm clan diem when pair with down roam curl girl
10 rich hang clay wish paid lake land fork fuel make
11 duty coal clam disk fish cork dock flap duel cozy

16-E. Increase efficiency in using the shift lock

16-E. To improve your
touch control of the shift
lock and release, type
lines 12-13 three times.

12 The TWO men from HILL-AGE want two MORE meetings.
13 Get ANOTHER jar of HI-SPEED, the SHINE-UP powder.

16-F. Measure your progress

16-F. To improve and to
measure your skill, type
two copies on a 40-space
line. GOAL: A complete
copy in 2 minutes (start
with carriage centred)
with 4 or fewer mistakes.

14 WE REGRET WORDS 6
to tell you that Carl Vance was injured 15
quite badly when a box of Ozite blew up 23
in his car en route to see us. We will 31
not plan a new meeting date. 37
TAB➤ Kane Glenn. 41
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8

Remember to tab-indent to
the centre to position the
name of the writer.

IDEA: To save time and paper, crease a sheet of paper across the centre, side to side. Type Practice 1 on the top half of one side, for practice in centring on half sheets; and type Practice 2 on the opposite full side, for practice in centring on a full sheet of paper.

In Practice 2, remember to count 1 blank line between the double-spaced lines.

LINE: 50
TAB: CENTRE
SPACING: SINGLE
GOAL: EXTEND SKILL
STRESS: ARM CONTROL

17-A. Type lines 1 and 2 twice, with smooth-as-music rhythm each time.

17-B. To increase skill and to target your practice goals, type and proofread a copy of this letter. Try to finish it in 2 minutes.

17-C. Boost your accuracy by typing lines 4-7 three times each if you made 5 or more errors in 17-B or twice each if you made only 4 or fewer errors.

17-D. Increase speed by typing lines 8-11 three times each if you made 4 or fewer errors in 17-B or twice each if you made 5 or more typing errors.

16-G. Learn to centre paragraph copy

Announcements to be circulated among a staff or posted on a bulletin board are usually centred both vertically and horizontally.

1. *Vertical centring* is by steps you know: (a) Count the lines the display will fill, (b) subtract them from the lines available on the paper, and (c) split the difference. To centre the single-spaced display in 16-F on a half sheet, for example: $30 - 8 = 22$; and $22 \div 2 = 11$, the line where typing begins.

2. *Horizontal centring*: To determine where to set the left margin stop, select an average-length line and backspace from the middle of the paper enough to centre that line.

PRACTICE 1. Centre on a *half* sheet the announcement in 16-B. Use *single* spacing. Leave 1 blank line before and after the body of the display.

PRACTICE 2. Centre on a *full* sheet the announcement in 16-F. Use *double* spacing. Leave 2 blank lines before and after the body of the display.

LESSON

17

Skill Drive

17-A. Review the alphabet keys

1 joy irk quo ham bed lag fox zip vow bat act no so
2 zone vary jobs help quit digs crew milk lone flax

17-B. Measure and improve your keyboard control

WORDS

3 Dear Mr. Vance,

We are glad to learn that you have recovered
from the explosion and will be in to see us.
However, our many interests in Ozite cannot
be revived by all the eloquence in the world.

Kane Glenn.

TAB➤

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9

17-C. Build accuracy on outside reaches

4 az blaze amaze craze fazed lazy daze gaze haze az
5 l; nail; bail; fail; mail; ail; oil; ill; all; l;
6 qa quart quack quail quake quay quad aqua Iraq qa
7 op opera opens chops slope hope mope stop shop op

17-D. Build speed on different phrase rhythms

8 he did| he and| he put| he may| he saw| he got| he told
9 can he| may he| and he| for he| did he| say he| for him
10 he will| he says| he gave| he said| he took| he is the
11 when he| that he| wish he| sure he| then he| for he is

17-E. To increase your concentration power: Omitting the word "no" wherever it occurs, type each line twice. All lines should end up at exactly the same point.

17-F. To encourage and to measure your skill, type this letter twice. GOAL: A complete copy in 2 minutes or less, with 4 or fewer typing errors in your copy.

Centring a block of lines is much like centring a paragraph. The difference:

To centre a block, you centre the longest line in the block; but to centre a paragraph, you centre the average full line instead of the longest line. The difference may matter.

Could each line in a list be centred individually? Yes, but doing so takes about three times as long as it does to block-centre the same group of lines.

LINE: 50
TAB: 5 AND CENTRE
SPACING: SINGLE
GOAL: INCREASE SKILL
STRESS: TOUCH
CONTROL

18-A. Type lines 1-3 two times, as smoothly as you can each time. Set a good pace on easy line 1; then try to sustain it on the harder lines that follow.

17-E. Increase attention by a concentration drill

12 is if it in no at ax as am ah aw ad no by my me no
13 pa ma ha no ok oh or ow ox of on no el em et en no
14 be me he we re no us up pi no do so lo ho go to no

17-F. Measure your progress

15 Dear Mr. Vance,

I admit that I am quite impressed by the way you refuse to give up on Ozite. You are one exceptional salesman. How would you like to join OUR staff and sell OUR products?

Kane Glenn.

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9

WORDS

3
4
13
22
31
39
40
43

17-G. Learn to block-centre a group of lines

When several lines or words are to be listed, centre them as a block: (a) Pick the longest item; (b) backspace to centre that item and set the margin stop at the point to which you backspace; and (c) type the list, with each word beginning at the margin stop.

PRACTICE 1. Block-centre the adjacent display on a half sheet of paper. Use single spacing. Leave 2 blank lines below the title.

PRACTICE 2. Block-centre the adjacent display on a full sheet of paper. Use double spacing. Leave 2 blank lines below the title.

METHODS OF DISPLAY TYPING

Aligning
Block Centring
Blocking
Capitalising
Extra Spacing
Horizontal Centring
Indenting
Pivoting
Spread Centring
Typing All Capitals
Underscoring

LESSON

18

Skill Drive

18-A. Review the alphabet keys

1 pox him beg jot zip via sin ask fed cry qua lo we
2 part view frog next dime just quit cabs yolk haze
3 Quickly pick up the box with five dozen gum jars.

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10

18-B. To define practice goals, type and proofread a copy. Remember to tab once for the paragraph indentation and twice for the writer's signature.

4

18-B. Measure and improve your keyboard control

WORDS

Dear Miss Queen,

It was kind of you to correct the index to our club handbook for us. The job needed to be done. All the men realise what a fine task you did and are very grateful.

Paul J. West

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9

3
4
13
22
31
38
39
44

18-C. To boost accuracy, type lines 5-8 three times each if you made 5 or more errors in 18-B, but only twice each if you made 4 or fewer errors in 18-B.

5
6
7
8

18-C. Build accuracy on alphabetic word lines

five high worm quid back lazy boys axle join port
mink dove taxi jump bowl size figs hour quit clay
silk daze hymn upon text rave flag wick aqua jobs
band gave rest quip lazy joke from axis what race

18-D. To boost your speed, type lines 9-12 three times each if you made 4 or less errors in 18-B, but twice each if you made 5 or more typing errors in 18-B.

9
10
11
12

18-D. Build speed on alternate-hand words

work such them city dial hand pans maid held pays
both than make with keys duel soap form half dusk
when mane town maps form lake roam dorm lamb then
down firm turn duty auto wish goal paid half rush

18-E. To improve your control of the hyphen, type lines 13 and 14 two times each—by touch!

13
14

18-E. Increase efficiency in the hyphen reach

The blue-green mat is the most up-to-date design.
The shadow—that of a man, I believe—faded away.

18-F. To increase and to measure your skill, type this note twice. GOAL: A complete copy, with 4 or fewer errors, in 2 minutes or less. How many times will you use the tab?

15

18-F. Measure your progress

WORDS

Dear Miss Queen,

The men in the club believe they should extend more than just thanks to you for your fixing the index for us. We are sending you a bonus prize of a small gift.

Paul J. West.

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9

3
4
13
22
31
37
38
44

The shortcut method of centring works because it is really the same as the regular method—except for saying "space" after each letter (or space between the words) to make a pair of strokes for which you then backspace one time. If you do the practice exercises correctly, the letter E aligns vertically.

18-G. Learn to centre spread-out words

To spread words for extra display impact, leave 1 space between letters and 3 spaces between words. To centre a spread line, use the standard backspace-centring method (13-G) or use this shortcut: From the centre, backspace once for each space *except the last* that the line would occupy if it were *not* spread out.

PRACTICE 1. Using the standard method, spread-centre these lines.

PRACTICE 2. Using the shortcut method, spread-centre these lines.

A T T E N T I O N
S P E C I A L
S U P P E R M E N U
T H E E N D

LINE: 50
SPACING: SINGLE
GOAL: CONTROL 1,
2, 3, AND 4
STRESS: ANCHOR KEYS

Some machines have a "1"
key on the top row, which
is controlled by A-finger.
On other typewriters, the
small letter L is used as
the "1" and is controlled
by L-finger, of course.

19-A. Type each line twice.
Set a fast pace on line 1;
hold the pace on line 2.

19-B. If you have a 1 key
on your machine, control
it with A-finger (keep F-
finger anchored). If not,
use the small letter L as
the 1. Type lines 3-5
three or more times each.

19-C. Use S-finger. Try
the sw2s reach (keep your
F-finger at home). Type
lines 6-8 three times.

19-D. Type lines 9-10 two
times. GOAL: A complete
copy of both lines in 1
minute, with eyes kept on
copy and with no errors.

19-E. Use D-finger. Try
the de3d reach (keep your
A- or F-finger at home—
which is easier?). Type
lines 11-13 three times.

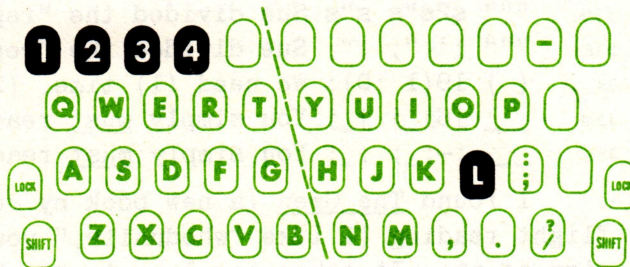
19-F. Use F-finger. Try
the fr4f reach (keep your
A-finger at home). Type
lines 14-16 three times.

Unit 4. The Number Keys

LESSON

19

Number Keys



19-A. Review the alphabet keys

- 1 Few men can say the lazy boy can run his car far.
- 2 John will keep the six dogs very quiet this week.

19-B. Practise the 1 key

- 3 aqla aqla alla alla alal alal all lll and lll, lll
- 4 ll arts ll axes ll aims ll alms ll aces l.ll l:ll
- 5 We need ll pairs of size ll shoes for the ll men.

19-C. Practise the 2 key

- 6 sw2s sw2s s22s s22s s2s2 s2s2 all 222 and 112, 122
- 7 22 sons 22 sums 22 seas 22 sips 22 suns 2.22 2:22
- 8 The 12 men and the 22 boys played 122 full games.

19-D. Measure your progress

- 9 Of the 122 who paid, only 11 or 12 were children.
 - 10 About 112 caught the 12:12 train on Track No. 21.
- | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
|---|---|---|---|---|---|---|---|---|----|

19-E. Practise the 3 key

- 11 de3d de3d d33d d33d d3d3 d3d3 all 333 and 123, 123
- 12 33 dads 33 dips 33 dues 33 dots 33 dogs 3.13 3:13
- 13 Did the 3 men catch 31 or 33 fish in the 13 days?

19-F. Practise the 4 key

- 14 fr4f fr4f f44f f44f f4f4 f4f4 all 444 and 123, 441
- 15 44 furs 44 fins 44 fish 44 fell 44 flew 4.14 4:14
- 16 The 44 boys lost only 14 of their 144 golf games.

19-G. With machine set for double spacing, type each of the lines twice. GOAL: To retype all lines once each in 2 minutes or less, with 4 or fewer errors, and without looking up.

LINE: 50
TAB: 5 AND CENTRE
SPACING: SINGLE
GOAL: INCREASE
CONTROL OF 1, 2,
3, AND 4
STRESS: TOUCH
CONTROL

20-A. Type lines 1-3 two times; then repeat line 3 until you can type it without pausing once.

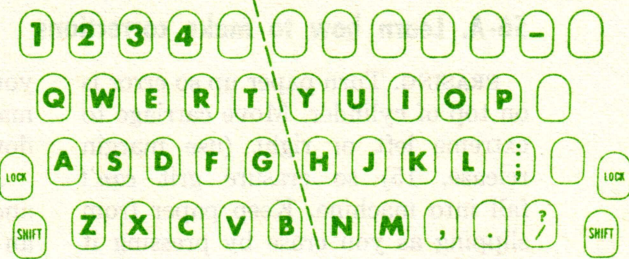
20-B. To improve and test your control of numbers you now know, type a copy, line for line and double spaced, and proofread it.
Use the tab for indenting and positioning the name of the writer. Remember: each use of the tabulator is counted as 1 word.

20-C-D-E. To improve skill, type lines 5-13 (continuing on page 38) twice each. Then repeat twice more each one of the following:
(a) Lines 5-7 if you made any number error in 20-B.
(b) Lines 8-10 if you made more than 4 errors in 20-B.
(c) Lines 11-13 if you made no figure errors and had 4 or fewer errors in 20-B.

19-G. Measure your progress

1. Of the 43 persons attending, 34 placed orders.
2. The orders of the 34 came to about 112 pounds.
3. Of the 34 persons, 12 ordered 2 or more boxes.
4. About 12 of the 34 asked us to ship the candy.

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10



LESSON
20

Number Review

20-A. Review the keys you know

Joe and the six new men may now quit for the day.
Eve will come back when they play that maze game.
To get 111, add up 1 and 11 and 22 and 33 and 44.

20-B. Measure and improve your keyboard control

WORDS

Dear Mr. Quigley,

If we could get the six crews in training by May 3 or 4 instead of June 1 or 2, we might have a chance to take first prize this year. Does May 3 or 4 seem to be too early?

Ed Steele.

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9

20-C. Build accuracy on the number keys

May 11 and 12, May 12 and 13, then May 13 and 14.
May 21 and 22, May 22 and 23, then May 23 and 24.
May 11 or 11th May, May 12 or 12th May, May 13.

20-D. Build accuracy on the alphabet keys

prize might quite jury deft loan back fix saw eve
exact dozen quart evil upon whom jack say beg fun
every seize equip echo bang next walk job mud for

20-E. Note directions on page 37. Try to hold your typing at a steady pace, though words get longer.

20-F. To bolster and to measure your typing skill (on numbers particularly), type the letter twice, line for line and double spaced. GOAL: A complete copy in 2 minutes or less, with 4 or fewer errors.

LINE: 50
TAB: 5 AND CENTRE
SPACING: SINGLE
GOAL: CONTROL 7,
8, 9, AND 0
STRESS: TOUCH
CONTROL

21-A. Type lines twice; speed up on second copy.

21-B. Use J-finger. Try the ju7j reach (L-Sem-finger anchored); type lines 4-6 three times. Note use of / in making a fraction (in line 5).

21-C. Use K-finger. Try the ki8k reach (with Sem-finger anchored); type lines 7-9 three times. Note no space after the period between small-letter initials (in line 9).

21-D. Type each line twice. GOAL: A complete copy of both lines in 1 minute or less, without looking up.

20-E. Build speed on alternate-hand words

- 11 it for map fuel they pane wish forms panel chapel
- 12 of aid but also body form hand spend works visual
- 13 by men she paid vial then dove visit handy usurps

20-F. Measure your progress

- 14 Dear Ed,

I think that May 3 or 4 is a bit early, but perhaps the six crews could begin indoor work then and strike the water about May 21, 22, or 23. The prize idea sounds very good.

Fred Quigley.

WORDS

2

11

20

29

38

43

LESSON

21

Number Keys



21-A. Review the keys you know

- 1 Zoe can pay you the new tax but may ask for help.
- 2 Only four boys got done when Joel gave that quiz.
- 3 To get 123, add up 1 and 44 and 23 and 34 and 21.

21-B. Practise the 7 key

- 4 ju7j ju7j j77j j77j j7j7 j7j7 you 777 for 123,477
- 5 77 jugs 77 jars 77 jigs 77 jets 77 jogs 7/17 7:17
- 6 On June 7, the 7 men left Camp 7 on the 7:17 bus.

21-C. Practise the 8 key

- 7 ki8k ki8k k88k k88k k8k8 k8k8 irk 888 for 123,478
- 8 88 kits 88 keys 88 kids 88 inks 88 inns 8/18 8:18
- 9 Train No. 188 departs at 11:18 a.m. or 12:18 p.m.

21-D. Measure your progress

- 10 Of the 178 who paid, only 37 or 38 were children.
- 11 About 187 caught the 12:47 train on Track No. 18.

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10

IN ABBREVIATIONS:

No space after the period between small letters: a.m., p.m., c.o.d., f.o.b., etc.

One space after the period between capital letters: A. M., P. M.,

21-E. Use L-finger. Try the lo9l reach (keep the J-finger anchored). Type lines 12-14 three times. In line 13, note use of / in making a fraction.

21-F. Use Sem-finger. Try the ;p0; reach (J-finger anchored). Type lines 15-17 three times each. In line 17, note spacing between capital letters.

21-G. To increase and to measure your skill (on the numbers particularly), type the letter twice, line for line and double spaced. GOAL: A complete copy in 2 minutes or less, with 4 or fewer errors.

21-H. This assignment is optional but worth doing, for it reviews four things that are required in the test on pages 44 and 45:

- (1) Spread centring.
- (2) Horizontal centring.
- (3) Vertical centring.
- (4) Block centring (if you are wise and do not centre names individually).

Centre this announcement on a half sheet of paper; use single spacing. Leave 2 blank lines under the all-capitals title.



21-E. Practise the 9 key

- 12 lo9l lo9l 199l 199l 1919 1919 all 999 for 234,789
13 99 lots 99 lids 99 laws 99 logs 99 less 9/19 9:19
14 In 1919, there were 199 men in each of 19 lodges.

21-F. Practise the 0 key

- 15 ;p0; ;p0; ;00; ;00; ;0;0 ;0;0 dip 000 for 347,890
16 10 pegs 10 pins 10 play 10 paid 10 push 1/10 1:10
17 Meet them at 10:00 A. M. or 1:00 P. M. for lunch.

21-G. Measure your progress

- 18 Dear Mr. Quigley, 4
I have arranged for the six crews to do 13
indoor drills from May 4 until May 17 or 18, 22
with May 19 or 20 for hitting the lake; they 31
will be ready for the prize meet on July 23. 40
Ed Steele. 44

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9

21-H. Optional review of centring

- 19 A N N O U N C E M E N T ↓ 3

The Annual Banquet of The Business Club
will be held on December 10 at 7:00 p.m.
in the Silver Room of the Hotel Chevron.

Tickets are four dollars each and may be
CENTRE→ obtained from these committee members:

John King, Chairman
Maxwell Gilbert
Holly Anne Parker

Reservations should be made on or before
November 24. Members are urged to make
their reservations as early as possible.

LINE: 50
 TAB: 5 AND CENTRE
 SPACING: SINGLE
 GOAL: INCREASE
 CONTROL OF 7, 8,
 9, AND 0
 STRESS: TOUCH
 CONTROL: CORRECT
 POSTURE

22-A. Type each line twice;
 then repeat once more if
 you break rhythm on any
 line. Sitting properly?

22-B. To inventory your
 controls (particularly of
 numbers), type a double-
 spaced copy; proofread it.

Before starting, locate the
 three points where you use
 the tabulator—by touch!

22-C-D-E. To improve skill,
 type lines 5-16 twice each.
 Then repeat twice more
 one of the following:

- (a) Lines 5-7 if you made
any figure error in 22-B.
- (b) Lines 8-11 if you made
more than 4 errors in 22-B.
- (c) Lines 12-16 if you made
no figure errors and had 4
or fewer errors in 22-B.

Do you find it difficult to
 concentrate? Then, try this:
 Retype lines 12-16, typing
 the words in reverse order
 —last word, next-to-last,
 etc. Makes you alert!



22-A. Review the keys you know

- 1 Mel and his boy may get our back pay for one day.
- 2 That next quiz will have just five more new jobs.
- 3 The 23 men and 40 boys ate 90 apples and 78 pies.

22-B. Measure and improve your keyboard control

WORDS

- 4 Dear Jim, 2
- It may be November 27 or 28 before I am 11
- sure of the exact number of dinners to order 20
- for the banquet. The size of the group will 29
- be between 190 and 200, I believe, as it was 38
- last year. 40
- John King. 44

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9

22-C. Build accuracy on the number keys

- 5 November 27, 28, 29, or 30 and December 13 or 14.
- 6 Look for Invoices No. 3900, 3977, 3988, and 3999.
- 7 We must read pages 171-178, 181-189, and 191-200.

22-D. Build accuracy on one-hand words

- 8 aware imply extra holy acre loom case hip bad ill
- 9 great union trade polo gave kink save joy car you
- 10 refer knoll after milk draw only safe non age mum
- 11 grade jolly exact upon area join data ink tax him

22-E. Build speed on alternate-hand words

- 12 an cot due city form gown idle their firms social
- 13 is fit got keys mane risk work goals audit profit
- 14 us hem bit yams duty fuel sign fight usual bushel
- 15 do jam key busy with down them gowns widow formal
- 16 if own sue born span diem town theme shame lament

22-F. To increase and to measure your skill, type this letter twice. GOAL: A copy in 2 minutes, with 4 or fewer typing errors. It is permissible to practise any troublesome words between timings.

18

22-F. Measure your progress

Dear John:

Mr. Blazer tells me that we can have up to December 7 for an exact count on the banquet, with final figures on December 8. Can we, I hope, push sales over the 200 mark to, say, about 210?

Jim.

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9

LINE: 50
SPACING: SINGLE
GOAL: CONTROL $\frac{1}{2}$, $\frac{1}{4}$, 5, AND 6
STRESS: TOUCH CONTROL

The $\frac{1}{2}$ " and $\frac{1}{4}$ " keys are not located in the same position on every make of typewriter. If your machine is different from this keyboard chart check marginal notes.

23-A. Type each line twice; then repeat once more if you falter (break rhythm, lose place in copy, stall) in the second typing.

*23-B. Use Sem-finger. Try the $\frac{1}{2}$; reach (with your J-finger anchored and the other fingers spreading). Type lines 4-6 three times.

On some typewriters the $\frac{1}{2}$ key is located on the shift of /.

*23-C. The $\frac{1}{4}$ is shift of $\frac{1}{2}$ and is controlled by Sem-finger. Try the $\frac{1}{2}$ $\frac{1}{4}$; reach. Then type lines 7-8 three times, steadily not rapidly.

If on your typewriter the $\frac{1}{4}$ key is located on the shift of the $\frac{3}{4}$ key type lines 8-9.

*23-D. Type the sentences twice each—once straight through and once with this GOAL: To finish each of the sentences in 1 minute, with no number errors.

*NOTE: If your machine does not have a $\frac{1}{2}$ - $\frac{1}{4}$ key, you must construct the fractions (see note at top of page 42).

WORDS

2

11

20

29

38

41

44

LESSON

23

Number Keys



23-A. Review the keys you know

1 Max did not run for our team but did get his cup.
2 Jack told them that your last quiz was very hard.
3 Adding 13 and 43 and 10 and 78 and 90 totals 234.

23-B. Practise the $\frac{1}{2}$ key

4 $\frac{1}{2}$; $\frac{1}{2}$; $\frac{1}{2}$; $\frac{1}{2}$; $\frac{1}{2}$ pay; $\frac{1}{2}$ mile; $\frac{1}{2}$ hour; $\frac{1}{2}$ week
5 Yes, 4 is $\frac{1}{2}$ of 8, $4\frac{1}{2}$ is $\frac{1}{2}$ of 9, and 7 is $\frac{1}{2}$ of 14.
6 He worked $10\frac{1}{2}$ hours in May and $11\frac{1}{2}$ hours in June.

23-C. Practise the $\frac{1}{4}$ key

7 $\frac{1}{4}$; $\frac{1}{4}$; $\frac{1}{4}$; $\frac{1}{4}$; $\frac{1}{4}$ pay; $\frac{1}{4}$ mile; $\frac{1}{4}$ hour; $\frac{1}{4}$ week
8 Yes, 2 is $\frac{1}{4}$ of 8, $2\frac{1}{4}$ is $\frac{1}{4}$ of 9, and 7 is $\frac{1}{4}$ of 28.
9 $\frac{3}{4}$; $\frac{3}{4}$; $\frac{1}{4}$; $\frac{1}{4}$ pay; $\frac{1}{4}$ mile; $\frac{1}{4}$ hour; $\frac{1}{4}$ week

23-D. Measure your progress

10 Please order 10 more of size $10\frac{1}{2}$, 28 more of size $28\frac{1}{2}$, 39 more of size $39\frac{1}{2}$, and 4 more of size $47\frac{1}{2}$.
11 Then ask for 10 more of size $10\frac{1}{4}$, 28 more of size $28\frac{1}{4}$, 39 more of size $39\frac{1}{4}$, and 7 more of size $47\frac{1}{4}$.

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10

NOTE in line 14:
In a mixed number, leave 1 space between the whole number and the fraction when the fraction is made with a diagonal. If one fraction must be made with a diagonal, use a diagonal with all fractions that are in the same sentence.

23-E. Use F-finger. Try the f5f reach (with the A-finger anchored); type lines 12-14 three times. See note above concerning fractions in line 14.

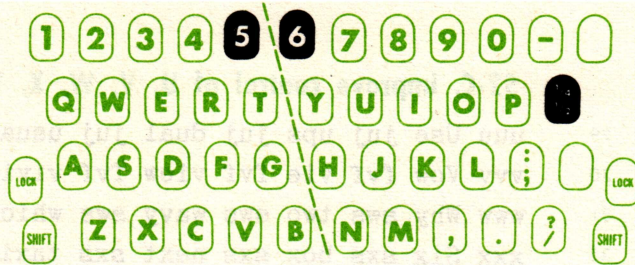
23-F. Use J-finger. Try the jy6j reach (with Sem-finger at home); type lines 15-17 three times. Can you make reach to 6 without moving your arm?

23-G. Type a complete copy with this GOAL: To finish in 2 minutes or less, with no number errors and not more than 4 other errors. Then centre a copy on a half sheet of paper.

NOTE: When you type any enumeration, the periods after the numbers must line up. The typist must remember to check whether the enumeration includes two-digit numbers; if it does, one-digit numbers must be indented 1 space.

LINE: 50
TAB: 5 AND CENTRE
SPACING: SINGLE
GOAL: INCREASE
NUMBER CONTROL
STRESS: KEY-STROKE
PRECISION

24-A. Type each line twice. You should easily finish each line in ½ minute.



23-E. Practise the 5 key

12 f55f f55f f5f5 f5f5 5 falls 5 fires 5 folks 5 red
13 55 fell 55 find 55 fewer 55 fix 55 fuss 5/55 5:55
14 The answer to No. 155 is either 55 1/2 or 55 2/5.

23-F. Practise the 6 key

15 jy6j jy6j j66j j6j6 6 jays 6 jumps 6 jugs 6 jades
16 66 join 66 jump 66 more 66 must 66 have 1/66 1:16
17 We shall need 36 pencils or 6 pens for the 6 men.

23-G. Measure your progress

18

WAYS TO DISPLAY TYPING

To align the periods, space in once before typing numbers 1 through 9.

1. Aligning
2. Block Centring
3. Blocking
4. Capitalising
5. Extra Spacing
6. Horizontal Centring
7. Indenting
8. Pivoting
9. Spread Centring
10. Typing All Capitals
11. Underscoring

WORDS

5

8

12

15

18

22

27

30

32

36

41

44

LESSON

24

Number Review

24-A. Review the keys you know

1 She may quit her job the day you get her new car.
2 Buzz will pack your five bags when her taxi goes.
3 I dialed rooms 10, 28, and 39; he rang 47 and 56.

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10

24-B. To define practice goals, type and proofread a double-spaced copy. See whether you can complete it in 2 minutes or less.

24-B. Measure and improve your keyboard control

WORDS

Dear Jim,

As at December 3, our ticket sales come to 187. Holly Anne has 14 or 15 requests on hand, and Max has 6 or 7 more. These add up to 207 or 209. The 210 victory goal will be realized.

John King.

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9

24-C. Build accuracy on the number keys

The total of 10, 28, 39, 47, and 56 is about 180. Now, please total 10 and 28 and 39 and 47 and 56. The sum of 10, 28, 39, 47, and 56 is exactly 180.

24-D. Build accuracy on alphabetic word lines

only view drag back taxi jump left helm size quip
hazy quit junk very flax grab clip spot weed mane
next bowl limp zero vice hunk good quay from just

24-E. Build speed on fluent, rhythmic phrases

have firm|goal will|for you|add our|as of|up to a
sure wish|make this|and has|did you|or if|to be a
have sold|when they|ask the|you get|if it|is to a

24-F. Measure your progress

WORDS

Dear Jim,

We have sold 194 tickets and have firm, extra requests for 15, to total 209. I do wish we could tell Mr. Blazer to make up the 210 you wanted. I do hope, you have YOUR tickets?

John King.

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9

24-G. Review centring

ADMIT ONE
To the Annual Banquet of
THE BUSINESS CLUB
December 10, 196-, at 7:00 p.m.
SILVER ROOM .. HOTEL CHEVRON

24-C-D-E. To reinforce your skill, type lines 5-13 twice each; repeat twice more each one (or more) of the following:

(a) Lines 5-7 if you made any figure error in 24-B.

(b) Lines 8-10, if you made more than 4 errors in 24-B.

(c) Lines 11-13 if you made no figure errors and had 4 or fewer errors in 24-B.

24-F. To increase and to measure your skill, type this letter twice—double spaced. Do not look up as you type it. GOAL: A copy in 2 minutes or less, with 4 or fewer typing errors.

24-G. Centre a double-spaced copy vertically and horizontally on a half sheet of paper. Line 15 is to be spread. Use this year's date, not 196-.

Test 1-A

2-MINUTE WRITING
ON PARAGRAPHS
Paper: half foolscap

Line: 50
Tab: 5
Spacing: double
Start: machine set;
carriage at margin
Grade: box below
SI: 1.19—easy

2-MINUTE SPEED
WITHIN 4 ERRORS*

40-up wam A
35-39 wam B
25-34 wam C
20-24 wam D

* If more than 4 errors
are made, compute the
speed on what is typed
before the fifth error.

Test 1-B

10-MINUTE WRITING ON
AN ENUMERATION
Paper: half foolscap

Line: 50
Tab: 5, centre
Spacing: double
Start: machine set;
carriage at margin
Grade: box above
SI: 1.31—fairly easy

LESSON

25

Progress Test on Part One

Test 1

The group of us stood by the small twig fire
and wished we could be dry, even if just for five
minutes. Max pushed a wet stick into the flames;
it squeaked and sizzled and then started smoking.

With a yell of dismay, we jumped back from a
gust of smoke. Max stood there, quietly laughing
at us. I looked at the heavy clouds; they seemed
to promise that the drizzle would last all night.

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10

Dear Jim,

Now that the banquet is all over and all the
money is in, let me report:

1. Max Gilbert sold 87 tickets.
2. Holly Anne Parker sold 56 tickets.
- ➔ 3. I sold 76 tickets, including the one that
you almost forgot to buy.

4. Altogether we sold 219 tickets.

I am sure that you take as much pride in the
record we set as my committee does.

John King.

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10

Tests 1-B, 1-C, and 1-D are to be centred on a page (time: 10 minutes each) and then checked for penalties (Penalty Scale); the total penalty then graded on the Grading Scale.

PENALTY SCALE

- 3 for each major error (top margin, line length, line-spacing, general correctness of form, etc.)
- 2 for each minor error (blocking, aligning, centring, indenting, etc., of individual parts of the job)
- 1 for each typographical error

GRADING SCALE

- 0-1 PENALTY A
- 2-3 PENALTY B
- 4-6 PENALTY C
- 7-8 PENALTY D

Test 1-C

10-MINUTE WRITING,
GROUP CENTRING
Paper: half foolscap

Line: clear out
Tab: centre
Spacing: single
Start: carriage
centred
Grade: box below
SI: 1.65—difficult

TYPEWRITING DISPLAY TECHNIQUES

CENTRE→

1. Align lines	18
2. Block lines	19
3. Capitalise words	20
4. Centre a group of lines	33
5. Centre horizontally	36
6. Centre vertically	40
7. Indent paragraphs	46
8. Pivot from margin	51
9. Spread and centre	55
10. Type in all capitals	59
11. Underscore	64
12. Use extra spacings	68
	73
	76
	81

TRAINEES

CENTRE→

	5
	6
Richard I. Edwards	18
Alvin Dwight Smith	30
Quintin Dark	38
Aloysius Witt	47
Henry Ira Brown	58
Dominic Wirt	66
J. Gilbert	73
Emil Lisle Park	83

Check: The
letter "i"
lines up.

Test 1-D

10-MINUTE WRITING
LINE CENTRING
Paper: half foolscap

Line: clear out
Tab: centre (for
recentering carriage
for each line)
Spacing: double
Centring: each
line separately
Start: carriage
centred
Grade: box above
SI: 1.67—difficult



2

SKILL BUILDING • BASIC LETTERS,
TABLES, AND MANUSCRIPTS

LINE: 50
 TAB: 5
 SPACING: SINGLE
 GOAL: INCREASE SKILL
 STRESS: WRISTS LOW,
 FINGERS CURVED

Unit 5. Skill Development

LESSONS

26-27

Skill Drive

26-A. Ripple through lines
 1-3, typing each at least
 twice. Use these lines as
 the warmup for Lesson 27.

26-A. Tune up on these easy lines

1 a; sl a;sl dk a;sldk fj a;sldkfj gh a;sldkfjgh a;
 2 and the in so do to is it if ox or go do by an am
 3 work wish they lazy quit cove oak six jam pay own

26-B. To define your goal
 for Lesson 26, type and
 proofread a double-spaced
 copy of this paragraph. If
 you make 4 or fewer errors,
 your goal is SPEED; but if
 you make more than 4, your
 goal must be ACCURACY.

SI 1.19—easy copy*

*NOTE: SI (the syllabic
 intensity—average number
 of syllables per word)
 indicates the approximate
 difficulty of the copy:

SI 1.00-1.15 ... very easy
 SI 1.15-1.25 easy
 SI 1.25-1.35 ... fairly easy
 SI 1.35-1.45 normal
 SI 1.45-1.55 .. fairly hard
 SI 1.55-up difficult

26-B. Measure and improve your keyboard control

WORDS

4 Typing skill grows best in two steps: First 10
 the typist drills on copy that is so easy that he 20
 is sure to type at a good speed and with very few 30
 errors; in this way he gets the feel of typing at 40
 a better pace. Then he must seek to hold the new 50
 rate as he works on copy that, while not hard, is 60
 not easy. In this book the booster step is taken 70
 in the first unit of the four units in each part, 80
 and the second is taken in the other three units. 90

26-C. Improve skill on patterned word drills

5 po po post pour poem pore port pods pout poll pot
 6 as as asks ashy task mask dash lash last past ash
 7 oi oi toil soil boil coil foil coin join loin oil
 8 th th thou thud thug thus than them they then the
 9 fo fo fore folk fold fort foam fork form fowl for
 10 sl sl slat slow sled slot slag slay slap slam sly
 11 bu bu bulb bulk burr buff busy bury burn bush bud

26-D. Improve skill on patterned sentence drills

12 Quietly pack more new boxes with five dozen jugs.
 13 Quietly pick up the box with five dozen gum jars.
 14 Quickly pack the box with five dozen modern jugs.
 15 It is their duty to pay for the six fuel signals.
 16 He is busy with the big social but may come down.
 17 The form she got for them may work also for this.
 18 She may go to the city for a visit with the girl.

26-C. Target on your goal.

ACCURACY: Type lines
 5-7 three times each and
 lines 8-11 two times each.

SPEED: Type lines 5-7
 two times each and lines
 8-11 three times each.

26-D. Target on your goal.

ACCURACY: Type lines
 12-14 three times each and
 lines 15-18 two times each.

SPEED: Type lines 12-14
 two times each and lines
 15-18 three times each.

26-E. Target on your goal.

ACCURACY: Type each of the three paragraphs twice.

SPEED: Type each of the paragraphs once; then type whichever paragraph seems easiest three times.

26-F. To confirm your goal for Lesson 26 and to set your goal for Lesson 27, retype the 26-B paragraph.

If you make 4 or fewer errors this time, your goal is **SPEED**; but if you make more than 4 errors, your goal is **ACCURACY**.

27-A. The correspondence in Unit 6 often requires your making line-ending decisions; learn now how to do so.

How many strokes can you make on your typewriter after the bell rings and before the margin locks?

27-B. Target on your goal for Lesson 27 (see 26-F).

ACCURACY: Type lines 22-25 three times each and lines 26-29 two times each.

SPEED: Type lines 22-25 two times each and lines 26-29 three times each.

Always speed up when you repeat a drill line. Are your fingers well curved?

26-E. Improve skill on special paragraph copy

WORDS

19 As soon as you know that you are to go up to the camp, be sure to tell me so that I can plan a trip up there, too. I would like to be with you, if I can, when it is time to cast the first line. 10 20 30 40

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10

20 There is one sure way that we can get from a job what we should like to get, and that is to be sure to look in the job for some of the things we know that we can do well and like to do that way. 10 20 30 40

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10

21 The path that goes past our house is the one that goes down to the lake. The fish down there, they say, are so quick to bite that you must hide in a bush or climb a tree when you bait the hook. 10 20 30 40

26-F. Make an interim progress check

27-A. Learn to respond to the margin bell

Sometimes you cannot copy material line for line, but must yourself decide where to end lines. To help you in making line-ending decisions without looking up from your copy, your machine has a bell that rings when the carriage is 7 to 8 spaces from the right margin stop. For example, if you wish lines to end at 75 and have therefore set the margin stop at 80, the bell rings when the carriage reaches 72 or 73, to warn you that the carriage is only 2 or 3 spaces from 75. When the bell rings, plan to end the line as near the desired ending point as you

conveniently can (preferably without dividing a word). If your typewriter gives a 3-space warning, for example, here are typical line-ending decisions you would face and make:

RETURN CARRIAGE
AFTER TYPING

I now realise these realise
Somehow, we must be we
The possibility she possibility
He is philosophical philo-

27-B. Improve skill on patterned word drills

22 qu qu quote quilt quill quart quip quiz quad quit
23 up up upper group croup super coup soup cups upon
24 cr cr cruel crown cross crush crux crib crow crop
25 um um crumb flume strum humid dumb jump chum drum
26 oo oo stood floor crook proof book soon good look
27 ss ss gross issue guess cross loss boss less miss
28 ll ll shall skill stall droll will full sell tell
29 ee ee speed sheer trees creed need been feel keep

27-C. Target on your goal.

ACCURACY: Lines 30-33
three times; 34-37 twice.

SPEED: Lines 30-33 two
times; 34-37 three times.

27-D. Target on your goal.

ACCURACY: Lines 38-41,
three times; 42-45, twice.

SPEED: Lines 38-41, two
times; 42-45, three times.

One-hand words:

Troublesome words:

Troublesome words:

Double letters:

Speed phrases:

Speed phrases:

Speed phrases:

Alternate-hand words:

27-E. To measure your
skill achievement, type 1
copy. GOAL: To finish
this 150-word alphabetic
paragraph in 5 minutes,
with 4 or fewer mistakes.

IDEA: Type 27-E as a 5-
minute timed writing and
record your scores on the
timed-writing scoreboard
on workbook page 47. If
you complete the copy
before the 5 minutes are
up, start it over.

SI 1.21—easy copy

27-C. Improve skill on patterned sentence drills

30 I was quite crushed when he had to quit the crew.
31 Lum was quoted saying it was dumb to crib a quiz.
32 My group went to the quad and got quarts of soup.
33 His chum jumped across a flume by the upper crib.

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10

34 Dee will collect all the needed bookkeeping fees.
35 Ross needs a better broom for glossing the floor.
36 Bess will miss her book and will need to call us.
37 Bill took three weeks to sell all his good books.

27-D. Improve skill on preview words and phrases

38 million feed are you eat few on we no at in be up
39 excellence present, typists realize powder typing
40 although, invention fingers learned beaten though
41 classroom million offices dollars shall pill feed

42 those who|pick up|stop at|able to|come to|that no
43 know that|glad to|nice to|more in|take to|kind of
44 stop to|if you|to pay|no one|is not|to eat|we did
45 handy such they rich rush did pay box to do so if

27-E. Measure your progress in sustained writing

WORDS

46 If you would like to become a rich person in 10
a rush, just invent some kind of pill or tonic or 20
powder a typist could take to double his skill in 30
typing. Do you realise that there are about nine 40
million typists in offices and some three million 50
more in classrooms who would be glad to pay a few 60
dollars for such a quick route to excellence? It 70
is so. It is nice to know that no one has beaten 80
you to the invention yet; although, come to think 90
about it, it would be handy to be able to stop at 100
a shop and pick up a box of words a minute, would 110
it not? For the present, though, just like those 120
who learned to type before we did, we shall drill 130
and drill our fingers until at last they learn to 140
eat up the word meals that our eyes feed to them. 150

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10

LINE: 50
TAB: 5
SPACING: SINGLE
DRILLS: TWICE OR MORE
GOAL: INCREASE SKILL
STRESS: POSTURE

Skill Drive

28-A. Type each line twice.
Don't sag on the numbers!
Use these lines for the
warmup in Lesson 29, too.

28-A. Tune up on these review lines

1 a;sldkfjghfjdksla; a;sldkfjghfjdksla;sldkfjghfjdk
2 cab yet fed zoo ask jig not lax him row eve quips
3 Read pages 10-28, then pages 39-47, then page 56.

28-B. To define your goal
for Lesson 28, type and
proofread a double-spaced
copy of this paragraph. If
you make 4 or fewer errors,
your goal is SPEED; but if
you make more than 4,
your goal is ACCURACY.

28-B. Measure and improve your keyboard control

WORDS

4 The oceans of the world are huge; they cover 10
more than 70 percent of its surface and, in a few 20
spots, are so deep that a mountain the size of an 30
Everest would be lost in them. The oceans play a 40
major role in shaping the weather. They serve as 50
a source of food, as an exciting playground, as a 60
means of travel. The oceans touch on the life of 70
each of us, and frequently at that. Yet, in some 80
regards, man knows more about the distant planets 90
than he does about the seas that lie at his feet. 100

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10

28-C. Target on your goal.

28-C. Improve skill on patterned word drills

5 op op open hope rope lope crop flop stop shop top
6 sa sa same sail sank sang salt safe sash sane say
7 ew ew blew flew slew view crew brew drew stew hew
8 ly ly only duly ably lily oily ally July illy fly
9 di di dish disk dire dine dime dial dice dirk did
10 le le lend lent leap lean left lest leak less led
11 co co cork coat cone come colt corn coal coke cot
12 na na name nail nape nays navy naps snap gnaw nab

28-D. Target on your goal.

28-D. Improve skill on patterned sentence drills

13 Joe quietly picked six razors from the woven bag.
14 The quick brown fox jumps over all the lazy dogs.
15 Jack Farmer was quite vexed by such lazy working.
16 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10
17 He may go to the club and work with the chairman.
18 The man may endow the chapel with an ivory panel.
19 She is apt to laugh when I go to the city social.
Eight of the girls do wish to go to the big lake.

For extra practice,
have someone time your
work; then take a series
of 1-minute timings until
you achieve your GOAL:

ACCURACY: Line 13 typed
three times in 1 minute or
less; Lines 13-15 typed
once in 1 minute or less,
with 2 or fewer mistakes.

SPEED: Line 16 finished
four times in 1 minute or
less; lines 16-19 typed in
1 minute or less, with 2
or fewer typing errors.

28-E. Target on your goal.

ACCURACY: Type the three paragraphs twice each.

SPEED: Type the three paragraphs once each; type three times whichever paragraph seems easiest.

SI 1.00—very easy

28-F. To confirm your goal for Lesson 28 and to set your goal for Lesson 29, retype the 28-B paragraph.

If you make 4 errors or fewer in this retyping, your goal for Lesson 29 is SPEED; but if you make more than 4 errors, your goal must be ACCURACY.

29-A. Of the eight rules, the most vital is rule 1—as you will find when you type 29-D and 29-F, both of which require you to make line-ending decisions.

29-B. Target on your goal for Lesson 29 (see 28-F).

ACCURACY: Lines 23-26, three times; 27-30, twice. Stress very even cadence; avoid any speed spurts.

SPEED: Lines 23-26, two times; 27-30, three times. Start slowly; then steadily increase speed. Avoid all temptations to slow down.

28-E. Improve skill on special paragraph copy

WORDS

20 With a whoop and a shout, the gang rushed to the truck and piled in, just the way your dad and I and our friends did a score of years back, when each fall of snow would bring out the old sleigh.

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10

21 It is said that we can see the soul of a man in the books that he keeps in his own room, and I think that this is so. They show what he dreams, what he likes to think of, and where his mind is.

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10

22 When I was a child, it was a grand old tree; but it was hit by a bolt from the sky which split it, and then the rain and snow and wind got in to strip it down to the rough, old trunk we now see.

28-F. Make an interim progress check

29-A. Learn when NOT to divide words

Businessmen discourage the use of the hyphen to divide words at line ends. Therefore hyphenate a word in extreme cases only.

1. Do not divide if you can type within *three* strokes, plus or minus, of a desired margin without dividing.

2. Do not divide any word with fewer than *seven* strokes.

3. Do not divide any word pronounced as one syllable.

4. Do not divide a contraction, e.g., couldn't.

5. Do not divide an abbreviation, e.g., UNESCO or R.A.A.F.

6. Do not divide a word unless you can leave at least a *three*-letter syllable (and hyphen) on the upper line.

7. Do not divide a word unless you can carry at least *three* strokes to the next line.

8. Do not divide proper names.

9. Do not divide figures.

29-B. Improve skill on patterned word drills

23 rt rt short court inert forth port hurt fort dirt

24 ou ou could bough tough touch bout sour rout ours

25 af af chafe shaft after draft safe cafe deaf raft

26 in in train incur pains inner rain find gain inch

27 bb bb blabber rubber bubble babble abbot abbey bb

28 mm mm trimmed summer gummed dimmer rummy dummy mm

29 tt tt buttons kitten bottle gotten ditto petty tt

30 pp pp shopper happen pepper supper apple upper pp

29-C. Target on your goal.

ACCURACY: Lines 31-32, three times; 33-34, twice.

SPEED: Lines 31-32, two times; 33-34, three times.

29-D. Use double spacing, a 50-space line, and a tab-5 indentation. Make a complete copy of this material, trying to finish it within 4 or fewer minutes and with 4 or fewer errors. Proofread your copy and then repeat for either:

ACCURACY: Type straight through the copy twice.

SPEED: Type two copies of each paragraph.

SI 1.00—very easy

29-E. Target on your goal.

ACCURACY: Line 38, three times; 39, twice.

SPEED: Line 38, twice; 39, three times.

29-F. To measure your skill achievement, type a copy, using a 50-space line and double spacing, and alertly listening for the bell.

GOAL: To complete these two alphabetic paragraphs in 5 minutes or less, with 4 or fewer errors. All Lines should end evenly.

SI 1.24—easy copy

29-C. Improve skill on patterned sentence drills

- 31 I doubt that a train could gain one hour in four.
32 The staff quit after your craft was safe in port.
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10
33 Mr. Abbott has written that he is getting better.
34 The yellow bottle was crammed in a supply closet.

29-D. Improve skill on special paragraph copy

- 35 The need for food, which the sea gives up to those who have both the stout heart and the sheer strength it takes to fight for it, has led to new thought of what is to be found in the dark deeps. 12
36 Far down in the silt in the beds of the sea, there are big fields of ore; and lakes of oil are trapped in the thick folds of rock that crust the world and serve as the strong shell of our globe. 24
37 And in the sea, too, are the things that the streams of the earth have squeezed from the soil, gouged from their banks, and dragged on for miles through hill and vale to sink at last in the sea. 36
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 40
53
66
79
80
93
106
117
120

29-E. Improve skill on preview words

- 38 streams indeed on great in start up reefs no seas
39 naught island field their then map own men got to

29-F. Measure your skill in sustained writing

- 40 Men have long travelled the seas without much knowledge of them. They made a few charts of the coastal bays and islands, but they knew naught of currents and depths. Indeed, one of the first men to explore this field of science was the amazing Benjamin Franklin, who asked sailors a great many questions and then put their answers on a map, to fashion the first crude chart of the Gulf Stream. 24
41 In the years that followed this start, other inquirers have mapped the sea streams. But ocean science as men now know it got its start when the submarine came on the scene. Since then, mapping currents and reefs and depths has led the experts through a maze of research that is judged just as urgent as what other men are doing up in the sky. 36
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 48
60
72
80
93
105
117
128
140
150

LINE: 50
 TAB: 5 AND CENTRE
 SPACING: SINGLE
 DRILLS: TWICE OR MORE
 GOAL: BOOST SKILL
 STRESS: TOUCH
 CONTROL

LESSONS

30-31

Skill Drive

30-A. Type each line twice
 (extra drill on line 3?).
 Repeat in Lesson 31, too.

30-A. Tune up on these review lines

1	asdfghjkl; asdfghjkl; asdfghjkl; asdfghjkl; asdfg
2	jag ask new zip ray six cob vim led for his quite
3	Order 10 red, 28 tan, 39 blue, 47 gray, 56 white.

30-B. To define your goal
 for Lesson 30, type and
 proofread a copy of this
 letter (reset margins for
 a 40-space line).

30-B. Measure and improve your keyboard control

WORDS

(a) Your goal is NUMBERS
 if you mistype any of the
 numbers in the paragraph.

(b) If you made no number
 errors and had 4 or fewer
 other errors, your goal
 in Lesson 30 is SPEED.

(c) If you made no number
 errors and had 5 or more
 other errors, your goal in
 Lesson 30 is ACCURACY.

SI 1.19—easy (if you know
 your numbers!)

4	Dear Mr. Keezer,	4
5	It is a pleasure to hear from you after	5
	so long a time. I guess it was back in	13
	October, 1963, that you last wrote.	21
		28
		29
6	Yes, the club still meets once a month;	37
	our next meeting will be on Friday, the	45
	24th. There will be about 17 or 18 who	53
	attend; it would be quite a happy event	61
	if you could join us.	66
		67
7	I shall be driving to this next meeting	75
	and would be more than pleased to drive	83
	by your office and pick you up at, say,	91
	5:30 or 5:45. Shall I do so?	97
		98

8	Yours sincerely,	103
	1 2 3 4 5 6 7 8	

30-C-D. To increase skill,
 type lines 9-20 twice each
 and repeat twice more
 whichever fits your goal—

NUMBERS: Lines 9-11.
 ACCURACY: Lines 13-16.
 SPEED: Lines 17-20.

NOTE: In lines 9-12, the
 words and numbers appear
 in pairs: each word and
 following number are typed
 with the same fingers and
 in the same sequence.
 Such drills, called "we-23
 drills," are especially
 good for developing your
 number-typing fluency.

30-C. Improve skill on patterned number drills

9	we 23 you 697 two 529 rip 480 wore 2943 pipe 0803
10	it 85 yet 635 put 075 rut 475 pity 0856 wiry 2846
11	or 94 wet 235 our 974 eye 363 your 6974 type 5603
12	up 70 tie 583 pit 085 owe 923 tory 5946 pier 0834

30-D. Improve skill on patterned word drills

13	ef ef chief brief cleft grief chef deft left beef
14	ok ok choke broke stoke poker book took joke coke
15	ar ar arrow heart clear charm harm year mare tear
16	lu lu glued lurid blunt clues flue lurk blue plum
17	fi fi first field fined final firm fish fist five
18	je je jeans jelly jeers jewel jerk jest jeep jets
19	sh sh shall crash blush shave ship dash rush bush
20	oz oz dozed froze dozen ozone ooze doze doz. cozy

30-E. Type each paragraph once; repeat twice more whichever paragraph fits your improvement goal—

NUMBERS: Paragraph 21.

ACCURACY: Paragraph 22.

SPEED: Paragraph 23.

SI 1.00—very easy (if you have touch control and can respond instantly to the sound of the margin bell.)

30-F. To confirm your goal for Lesson 30 and to set your goal for Lesson 31, retype the 30-B letter. Use the same guides (30-B) to define your goal for the practice in Lesson 31.

31-A.

The only intricate rule is rule 13. As a suggestion, make it your own private rule never to "lop off" a -ble ending; either finish the word at the risk of an overlong line or divide it at some other point.

31-B-C. To increase skill, type lines 24-35 (see page 55, too) twice each. Then repeat twice more those lines that fit your goal—

ACCURACY: Lines 24-27.

SPEED: Lines 28-31.

NUMBERS: Lines 32-35.

30-E. Improve skill on special paragraph copy

WORDS

21 We won the game by a score of 32 to 28. The strange thing is that we hoped to win by 15 or 16 points, and at times we led by 10, by 9, and by 7 points; but we won the cup by just 4 thin points. (All the numerals) 40

22 When Mr. Bruce said we would have a quiz, we thought he meant a brief one; but, sad to say, it turned out to have six parts and took at least an hour to write. I got done just as the bell rang. (All the letters) 40

23 If the two men are to get paid for their day off next week, they will have to ask one of us to sign on their time slips to show on the slip that the day off is one for which they are to be paid. (Common words) 40

30-F. Make an interim progress check

31-A. Learn how to divide words correctly

9. Divide only between whole syllables, e.g., *knowl- edge*, not *know- ledge*.

10. Divide near the middle of the word if there is an option. Thus: *pictur- esque*, not *pic- turesque*.

11. Divide after, not within, any prefix. (A prefix is a combination of letters put before a root word to change meaning; thus, in *foreman*, *fore-* is the prefix and *-man* is the root.) You may write *intro- duce*, but not *in- troduce*.

12. Divide before, not within, a suffix. (A suffix is a combination of

letters put after a root word to change meaning; thus, in *leading* the root is *lead-* and the suffix is *-ing*.) You may write *wonder- fully*, but not *wonderful- ly*.

13. Divide after a one-letter syllable in the middle of a word *unless the syllable is part of a suffix*. Thus: *sepa- rate*, not *sep- arate*. But: *vis- ible*, not *visi- ble*.

14. When two strongly-accented vowels appear together, divide between them (even though the second may be a one-letter syllable). Thus: *radi- ator*, not *radia- tor*.

31-B. Improve skill on patterned word drills

24 be be below berth bench bells bent belt lobe tube
25 no no noble north known snort snow none know note
26 ag ag again stage pages brags slag flag agog rage
27 pu pu punch purge purse putty pure puts push punt
28 ic ic icing stick which quick rich nice pica tick
29 em em ember remit tempt lemon gems memo hems stem
30 os os those gloss hosts whose lost most post pose
31 wh wh while whale wheel white what when whim whip

31-C. See the directions on the preceding page.

31-C. Improve skill on patterned number sentences

- 32 The sum of 10 and 28 and 39 and 47 and 56 is 180.
 33 I need 10 of Blue 28, 39 of White 47, and 56 Red.
 34 Add up 10 and 28 and 39 and 47 and 56 to get 180.
 35 Ship it May 20, 1967, to 384 West St., Perth, C5
- 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10

31-D. For more practice in responding to the bell and making correct line-ending decisions without taking your eyes off the copy, type a double-spaced copy of each paragraph (use a 50-space line and a tab-5 indentation). Then repeat twice more the paragraph that targets your goal—

SPEED: Paragraph 36.
 ACCURACY: Paragraph 38.
 NUMBERS: Paragraph 38.

SI 1.07—very easy

31-D. Improve skill on special paragraph copy

WORDS

- 36 The wheel is a great help to man, and he who thought of it in the first place should have deep thanks from all of us. But it now looks a bit as though the end of the wheel may well be in sight. (SI 1.00) 13 26 37 40
- 37 Come to take the place of a wheel is what is called an air cushion. You get in your car. You switch on a fan, and it pushes air under the car; the car lifts up, and now you are off the ground. (SI 1.09) 53 65 77 80
- 38 You turn on the next jet, and air shoves you forward. Off you go, getting up to a speed of 70 miles an hour in a minute or so and whizzing with equal ease over road or field or marsh or stream. (SI 1.14) 93 105 118 120
- 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

31-E. Target on your goal.

ACCURACY: Lines 39-40, three times; 41-42, twice.

SPEED: Lines 39-40, two times; 41-42, three times.

31-E. Improve skill on preview words

- 39 adjustable hydrofoils stabilise waterbug exciting
 40 faster waters jump bear look fast hull test 70 80
 41 world giant shape work lake when rush down air go
 42 one is use of and to on and on to our as it in an

31-F. To measure your skill achievement, type a copy, using a 50-space line and double spacing and alertly listening for the bell.

GOAL: To complete these two alphabetic paragraphs in 5 minutes or less, with 4 or fewer errors. Lines should end evenly, without need for dividing words.

SI 1.24—easy

31-F. Measure your skill in sustained writing

WORDS

- 43 A new kind of work boat has come to our lake and coastal waters. It looks like any small boat when it glides along slowly and lazily. But when it jumps up its speed in quiet water, it rises on stilts to skim above the water, for all the world like a giant waterbug, except that this one roars as it scoots on and on at 70 to 80 miles an hour. 12 26 38 50 63 70
- 44 This new boat required two special points of design. One is the use of adjustable fins, known as hydrofoils, to lift and to stabilise the boat. The other is the shape of the hull, which is made to trap air under it in an air cushion that lifts the boat so that it can go faster and bear bigger loads while taking less water. This is exciting, for the boat is seen as a kind of truck that will rush heavy loads up and down even shallow rivers. 83 96 109 122 135 148 160
- 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

Unit 6. Correspondence

Letter Typing

32-A. Type each line twice.
Hold on lines 2 and 3 the
pace you set on line 1.
Repeat in Lesson 33.

1 The new man did not get pay for the day he had off.
2 g H i J k L m N o P q R s T u V w X y Z a B c D e F
3 10 28 39 47 56 we 23 or 94 tip 580 you 697 rue 473.

32-B. Pivoting is an
important technique you
will use in positioning the
date line of letters, as a
glance at pages 57
and 58 will show you.

32-B. Learn how to "pivot"

To pivot a line (make it *end* at a
preselected point):

STEP 1. Set the carriage at the
first space *after* that point.

STEP 2. Backspace once for each
space the typed line will occupy.

STEP 3. Type the line; the final
stroke will be in the desired space.

In timed writings, each stroke of
pivoted copy counts as 3 strokes.

PRACTICE. Pivot these lines so that
each ends at 70 on the scale.

Richard Montrose
Period 4
October 16, 196-

Use your name;
class period;
today's date.

32-C. NEW KEYS.



Parentheses are the
shift of the 9 and 0 keys,
controlled respectively by
the L- and Sem-fingers.

Ampersand (&),
meaning "and," is the shift
of the 7 key, controlled
by the J-finger. Type lines
4-9 two times each.

32-C. Learn three symbol keys you will need today

4 191 1(1 191 1(1 and ;0; ;); ;0; ;); (1) (10) (11)
5 The captain (John, that is) caught the long pass.
6 Bob is (1) tall, (2) dark, and (3) very handsome.
7 They need (a) six invoices and (b) six envelopes.
8 j7j j&j j7j j&j Jones & Sons buy from Brown & Co.
9 Write to Dodd & Co., Hess & Park, and Wold & Son.

32-D. Type the letter
once, trying to finish
it within 3 minutes,
with 4 or fewer errors;
or take a 3-minute
writing on it to see
whether you can hold on
this production copy
the best pace you
developed in Unit 5.

The letter is shown
in elite type (12 spaces
to an inch), so you may
contrast it with the
pica type (10 spaces to
an inch) in the drill
lines above it.
SI 1.31—fairly easy

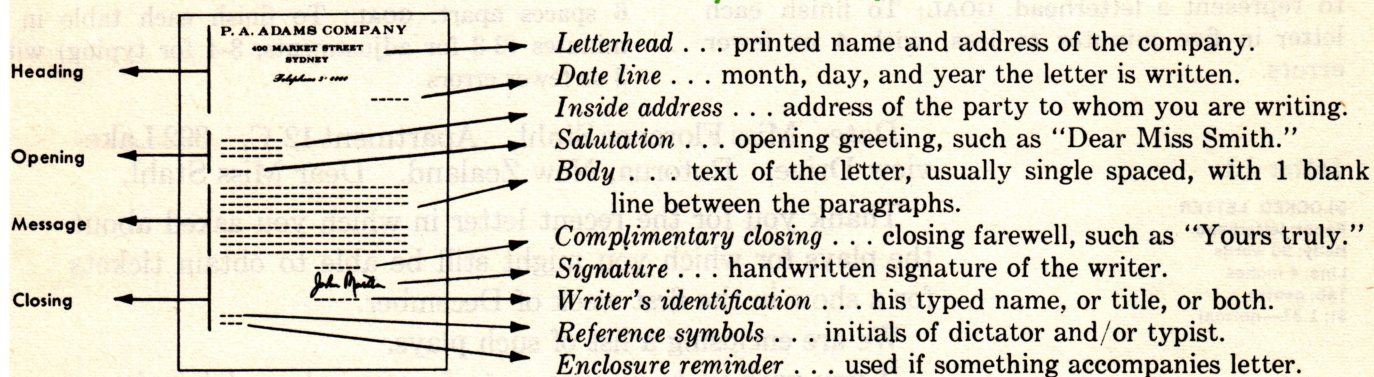
32-D. Build skill for production power

10 Dear Mr. Jones, 3
4
14 It was a real pleasure to receive your order this
24 morning, for it has been too long (six months, at
34 least) since we have had one from Jones & Frazer.
35
45 The goods that you requested are in stock and are
55 scheduled to be delivered to you (we have our own
65 truck now) in the morning or at noon, October 23.
66
76 Thanks again, Mr. Jones, for your order. We hope
86 that it will mark the renewal of frequent service
96 to our old friends and customers, Jones & Frazer.
97

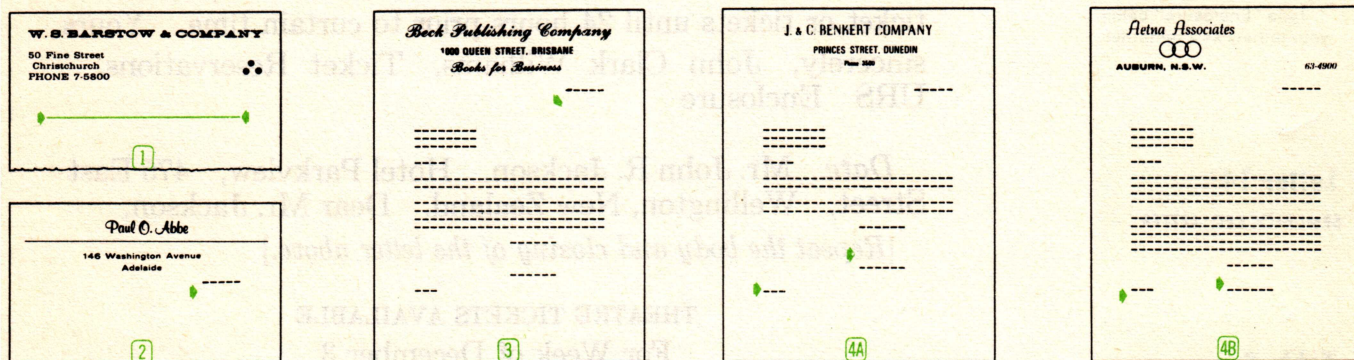
Yours truly,

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10

32-E. Learn to identify the basic parts of a business letter



32-F. Learn the steps in producing a business letter



STEP 1. Insert paper. Estimate number of words in *body* of letter and set appropriate margins:

WORDS	LENGTH OF WRITING LINE
Under 100	4 inches (40 pica, 50 elite)
100 - 200	5 inches (50 pica, 60 elite)
Above 200	6 inches (60 pica, 70 elite)

STEP 2. Type *today's date* on line 13. Estimate position, or pivot, so date will end at margin.

STEP 3. Drop down 5 lines and type the inside address; continue through the letter, leaving 1 blank line before the salutation, each paragraph, and the complimentary closing. After typing the compli-

mentary closing, *pause to judge the placement*. If the letter appears to be well placed (bottom margin will be a little wider than the side margins), finish it: drop 4 lines and type the signer's identification; then drop 2 more lines and type the reference initials. BUT:

STEP 4A. If the letter is *high*, spread the closing lines: allow extra space for the signature (up to 6 blank lines) and before typing the initials (up to 4 blank lines). OR:

STEP 4B. If the letter is *low*, condense the closing lines: allow less signature space (as few as 2 blank lines) and, if necessary, raise the initials (may be level with the identification line).

32/33-G. Practise the production of business letters

GOAL: To finish each letter, pages 58-59, within 4 errors and 5 minutes from the time the paper is at the date line and the carriage is at the desired margin, ready for you to backspace-pivot the date. Use printed letterheads or plain paper on which you

mark a line $1\frac{1}{2}$ inches from the top to represent a letterhead's depth. Note whether each letter is shown in the type size you have on your machine; if the size is different, you must set margins correctly and listen carefully for the warning bell.

BLOCKED LETTER STYLE

Some Persons Call This the "Modified Block Style"

Letter 1

BLOCKED LETTER

Shown: in pica
Body: 90 words
Line: 4 inches
Tab: centre
Date: today's,
on line 13
Paper: Quarto
SI: 1.31—fairly
easy

Note: Space
twice after
State before
typing Postcode

Mr. Alexander F. Jones,
Jones, Frazer & Company,
120 West Parke Street,
NEWCASTLE. N.S.W. 2300

Dear Mr. Jones,

When we talked at the Kiwanis meeting last
Tuesday, I promised to send you a letter
in blocked form. Well, sir, here it is.

All lines begin at the left margin except
the date (it is typed at the right margin)
and the principal closing lines (they are
begun at the centre). The typist usually
sets a tab stop at the centre to use when
she positions the closing lines.

If there is anything else that you would
like me to explain, I should be pleased
to try to do so.

Yours sincerely,

Training Director.

HIS: URS

Business Letter in Blocked Style

October 16, 19—

Letter 2

BLOCKED LETTER
Shown: in elite
Body: 89 words
Line: 4 inches
Tab: centre
Date: line 13
Paper: letterhead
SI: 1.34—fairly easy

Mr. Paul J. Thorne,
Thorne & Clark, Ltd.,
220 North Canal Street,
BRISBANE. Qld. 4000

Dear Sir,

Mr. Wilcox and I are glad to approve the layouts
and the artwork for the two ads. We believe you
have done a fine job.

We shall need to check the wording of the copy very
closely, of course. (Ever since that trouble last
year, we have been very wary about using the super-
lative degree.)

I should like to have a conference with you about
the ads next Monday. Will you plan to be here at
noon and have lunch with me? This would save time
for both of us.

Yours faithfully, ▼ 4 or 5

Benjamin I. Foster,
Sales Manager.

URS

Letter 3

BLOCKED LETTER
Shown: unarranged
Body: 83 words
Line: ? inches
Tab: set at ?
Paper: letterhead
SI: 1.40—normal

Current date Miss Lee Anne Smith, Apartment 14-C,
56 North Flynn Street, Burnie, Tas. 7320 Dear Miss
Smith:

We were pleased to receive the letter in which you asked
whether we might have any vacancy for which you could
apply.

In about two weeks, we shall have open a position for an
accountant who would do tax work and cost breakdowns.
Would you be able to do the work of this position?

If you would like us to consider you for this fine opening,
please call Miss Wells (my assistant); she will arrange for
your interview and a review of your credentials. Yours faith-
fully, Frank L. Tressler, Director of Personnel. *Initials*

Letter 4

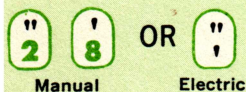
BLOCKED LETTER
Shown: unarranged
Body: 87 words
Paper: letterhead
SI: 1.37—normal

Current date [Type the letter in 32-D, page 56, using the inside
address and closing lines that appear on page 58. The total production word
count is 145 words.]

LINE: 50
TAB: CENTRE
SPACING: SINGLE
DRILLS: TWICE OR MORE
GOAL: LEARN ' , " , AND !
STRESS: EVEN TYPE
IMPRESSIONS.

34-A. Type each line twice.
In line 2, keep capitals
on the line. In line 3,
speed up slowly! Repeat
these lines in Lesson 35.

34-B. Type each line twice.



MANUAL: Apostrophe is the
shift of 8 key. Quotation
mark is shift of 2 key.
Omit lines 4M and 7E.

ELECTRIC: Apostrophe is
the key beside Sem key,
controlled by Sem-finger.
Quotation mark is shift of
the Apostrophe key. Omit
drill lines 4M and 7M.

NOTE: Exclamation point in
line 4 is typed this way:
(1) Period.
(2) Backspace.
(3) Apostrophe.

34-C. Set margins for a
55-space line, so that you
can copy line for line.

Type the letter once; try
to finish it in 3 minutes,
with 4 or fewer errors.

OR, take a 3-minute timing
to see if you can type the
letter at a record rate.

Hold a steady pace when
you type the apostrophes,
the quotation marks, and
the parentheses. Can you?

SI 1.37—normal

Letter Typing

34-A. Tune up on these review lines

1 Why did the new man get no pay for his one day off?
2 j K l M n O p Q r S t U v W x Y z A b C d E f G h I
3 we (23) up (70) to (59) or (94) it (85) your (6974)

34-B. Practise two symbol keys you will need today

4M k8k k'k k8k k'k It's John's job to get Dad's car.
4E ;'; ' ' ;'; ' ' It's John's job to get Dad's car.
5 We can't find Johnny's cap. Help us look for it!
6 A dog's bark isn't as bad as his growl, I'm told.
7M s2s s"s s2s s"s "Well," he said. "Hello, again."
7E ;'; ;"; ;'; ;"; "Well," he said. "Hello, again."
8 Joe "hurried"; so did I. He "mewed": "Who, me?"
9 I called, "Help!" Did he "beg"? How he "cried"!

34-C. Learn about quotation mark sequences

Rules to remember about punctuation
sequences at the end of a quotation:

1. A quotation mark is typed *after*
a comma or period, but *before* a colon
or a semicolon. *Always*.

2. A quotation mark is typed *after*
a question mark or exclamation mark

*if the quotation asks a question or
makes an exclamation; otherwise, the
quotation mark is typed before the
question mark or exclamation mark.*

Find an example of each possible
punctuation sequence in lines 7, 8,
and 9 above.

10 Dear Mr. Wood,

I should like to authorise you to sublet the apartment
for the months of December and January. I shall leave
here on the last day of November, and I expect to move
back in on or about the first of February.

To protect the furnishings I request that a bond
be posted (but I am sure you will have no trouble in this
regard).

Please feel free to bring people to see the apartment,
at any time you have someone who wishes to look
at it; I do not require to be advised of inspection.

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11

34/35-G. Practise the production of business letters

See how many of the letters below and on page 62 you can produce in the time allotted for typing Lessons 34-35. Type the letters on *plain* paper.

GOAL: To finish each letter (a) with 4 or fewer errors and (b) within 5 minutes, counting from the

time when the paper is inserted to line 11 (where the return address should be begun) and the carriage is at the margin, ready for you to backspace-pivot the longest line of the return address. Read Letter 5 before typing it.

SEMI-BLOCKED LETTER STYLE

Letter 5

Semi-Blocked Letter

Shown: in elite
Body: 89 words
Line: 4 inches
Tab: centre
Paper: quarto
Start: line 11, so
date will fall
on line 13
Sl: 1.30—fairly easy

Pivot first line; when you return carriage for other two lines, draw it back only to this same starting point. (If using an electric, set a tab stop to use in repositioning carriage to this point.)

392 Park Street,
HELENSVILLE. N.Z.

April 14, 19—

Mr. Edward Whitman,
Smith & Whitman, Ltd.,
104 Queen Street,
AUCKLAND. N.Z.

Dear Mr. Whitman,

This letter shows how to use the "semi-blocked style" in one's personal business letters, typed on ordinary plain paper.

You should type your address in two lines above the date, with the number and street on the first line, and the city, town or suburb and State on the second. Start these two lines and the date at the point reached by pivoting for the longest line.

You must always be sure to type your name below the space where you will sign the letter.

Yours sincerely,

J. Henry Hale.

Note: Paragraphs are indented 5° in the semi-blocked style

Use no reference initials in letters that you type for yourself.

Personal Business Letter in Semi-Blocked Style

Letter 6

SEMI-BLOCKED LETTER
Shown: unarranged
Body: 86 words
Paper: plain
Line: 4 inches
Tab: centre
SI: 1.36—normal

Letter 7

BLOCKED LETTER
Body: 91 words
Paper: plain
SI: 1.28—fairly
easy

Letter 8

SEMI-BLOCKED LETTER
Body: 83 words
Paper: plain
SI: 1.31—fairly
easy

Letter 9

BLOCKED LETTER
Body: 96 words
Paper: plain
SI: 1.37—normal

392 South Park Street. 13
Hamilton, N.S.W. 2303 19
Current date ▼5 23

Mr. John Green, Editor, Journal of Home Living, 270 38
Wentworth Avenue, North Sydney. N.S.W. 2060 47
Dear Mr. Green, 49

The last time we met, you said, "Let me know whenever you 62
get a unique idea for a different kind of magazine article." 74

In about three weeks, I shall leave for a two-month trip 87
through France and England. Would you like an article on 98
places where Australians abroad can get a meal (or at least 110
a cup of coffee!) to their taste? 117

What day next week could we have lunch to talk over the 129
idea or a much better one that you might have? Yours 143
sincerely, Henry Hale 150

The Manager, New National Bank, 100 Castlereagh 37
Street, Sydney. N.S.W. 2000 Dear Sir, 45

I have read that you have "a new plan" for issuing letters of 58
credit to persons who take a trip to a nation in which your 70
firm has a branch office. 76

I shall leave in about three weeks for a long trip through 89
France and England. I shall be gone nine weeks or more, 100
spending nearly all my time in Paris and in London. 111

If you have branches in these cities, I should be pleased to 124
learn all the details of your new plan. Might I hear from you 136
soon? Yours faithfully, Henry Hale. 150

Passenger Agent, Air New Zealand, Elizabeth Street, 37
Sydney. N.S.W. 2000 Dear Sir, 46

I wish to fly to Paris, then to London, then on to New 58
York. Do you have any tourist-rate flights for such a trip? 71

If you do, please let me have complete information about the 84
flight schedules, the fare, the luggage weight permitted, and 96
the steps I must take to get the passport that I shall need. 109

If you do not have "tourist flights" this season, please let 122
me know which airline does have them; I shall be most grateful 134
for your advice. Yours faithfully, Henry Hale. 150

Mr. George Wood, Manager, Colfax & Mills Agency, 390 36
Park Street, Sydney, N.S.W. 2000 Dear Mr. Wood, 48

The body of this letter is given as 34-D, page 60. Yours 152
sincerely, Henry Hale. 162

LINE: 50
TAB: 5 AND CENTRE
SPACING: SINGLE
DRILLS: TWICE OR MORE
GOAL: INCREASED
PRODUCTION POWER
STRESS: EVEN STROKES

LESSONS

36-37

Letter Review

36-A. Tune up on these review lines

36-A. Type lines 1-3 two or more times, as evenly as though typing to music. Repeat them in Lesson 37.

1 The men may go to the city or the island with us.
2 a A ; : s S l L d D k K f F j J g G h H / ? , , .
3 "we" 23 "our" 974 "rut" 475 "pit" 085 "type" 5603

36-B. Reinforce control of the symbol keys

36-B. Type each line twice, as smoothly and evenly as a clock ticking. Pause and check your work after each repetition; if you made any error or if you recall faltering, repeat the line.

4M ki8' ki8' ki8' ki8' It's Richard's car, isn't it!
4E ;''; ;''; ;''; ;''; It's Richard's car, isn't it!
5 ju7& ju7& ju7& ju7& He works for Sears & Roebuck.
6M sw2" sw2" sw2" sw2" "So," he said, "Here we are!"
6E ;''; ;''; ;''; ;''; "So," he said, "Here we are!"
7 lo9(lo9(;p0) ;p0) He is (a) short and (b) slim.

Manual typists omit 4E and 6-E; electric typists omit drill lines 4M and 6M.

36-C. Type each paragraph once. GOAL: To finish both paragraphs in 2 minutes, with 3 or fewer errors.

Repeat paragraph 8 twice if you made more than 3 errors; repeat paragraph 9 if you had fewer than 3.

SI 1.12/1.06—both easy

36-C. Improve skill on special paragraph copy

8 The next time I have a note to type, I shall 10
make sure I use paper that is just the right size 20
and quality; I know that both of these do matter. 30
9 Bob has such fine work habits that he may be 40
one of the first to get his work done. If so, it 50
is then his duty to ask for some more work to do. 60

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10

36-D. Take these steps in practising this selection:

36-D. Measure your skill in sustained writing

(1) Read the article and compare what it says with the letter on page 64.

(2) Scan the copy once more, selecting and typing from two to four times any word you wish in each line.

(3) Type a double-spaced copy, trying to finish it in 5 minutes or less, with 4 or fewer errors. OR, take a 5-minute timing on it and record your score.

SI 1.42—normal

10 Now and then the typist must write a message 10
for which a standard business letter may not seem 20
adequate. One would not wish a "commercial" look 30
for a letter of condolence, for example, which an 40
employer might send to a customer or for a letter 50
of thanks or regret that a typist might write for 60
himself. The form that is used on such occasions 70
is the one that is known as "formal" arrangement. 80
To make a letter "formal," the typist writes 90
the inside address at the end of the letter. The 100
writer's name may or may not be typed beneath his 110
signature; the absence of a typed name means that 120
the writer is claiming to be a personal friend of 130
the addressee, and so the name is typed when that 140
claim should not be made or would be presumptive. 150

The models that follow contrast the "formal" 160
design with two of the standard business designs. 170

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10

36/37-E. Produce a summary of letter basics

Using plain paper produce three copies of the letter below, in these arrangements:

ASSIGNMENTS	ARRANGEMENTS	SPECIAL INSTRUCTIONS	WORDS
Letter 10	Blocked form, formal (personal) display	Arrange as shown, with inside address below the signature.	152
Letter 11	Blocked form, personal-business arrangement	Type inside address above salutation in arrangement shown on page 61.	147
Letter 12	Blocked form, standard business arrangement	Omit return address; type inside address above salutation; add initials.	142

Letters 10, 11 & 12

BLOCKED LETTER

Shown: in elite
Body: 89 words
Tab: centre
Line: 4 inches
SI: 1.34—fairly easy

39 Frank Street,
Launceston. Tas. 7250
October 20, 19—

Dear Dr. Brown,

Thank you very, very much for giving me so much of your time yesterday morning. I did follow up your suggestion; and, I am happy to report, I got the position for which you recommended me. I begin my work this coming Friday, at three.

Getting this weekend job means that I shall be able to go on with my program and, at the same time, get experience that should prove a help in my studies and my career. I do not know how I can thank you enough.

Yours sincerely,

George C. Mills.

The typed signature is usually omitted in letters between persons who know each other well. The inside address may be raised or lowered to give visual balance to the letter.

Dr. Lee K. Brown,
Institute of Commerce,
190 Bourke Street,
HOBART. TAS. 7000

Formal Letter in Blocked Style

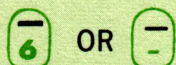
LINE: 50
TAB: 5
SPACING: SINGLE
DRILLS: TWICE OR MORE
GOAL: LEARN TO
ARRANGE TABLES
STRESS: ATTENTION TO
TECHNICAL DETAILS

38-A. Type lines 1-3 two times. Repeat in Lesson 39.

38-B. Type each line twice (manual typists omit 10E; electric typists omit 10M).



Number/pounds sign is the shift of the 3 key.
Percent sign is the shift of the 5 key.



Underscore* is shift of the 6 key (manual) or of the hyphen key (electric).

38-C. Each line: Backspace to centre the line; set the left margin at the point to which you backspace; then type the line three times.

In lines 15 and 16, allow 6 spaces between words; set tab stops to help align the words when line is repeated.

38-D. See whether you can type both paragraphs in 4 minutes or less, with 4 or fewer typing mistakes.

*SI 1.30—fairly easy

* Underscore solidly (line 11) unless each word is to be stressed separately (as in line 12). Type the words to be underscored, backspace (if 5 or fewer strokes) or draw the carriage back by hand; and then underscore.

Word count includes triple credit for all underscored material in timed writings.

Unit 7. Tabulation

LESSONS

38-39

Table Typing

38-A. Tune up on these review lines

1 They will wish this plan done over one more time.
2 We vexed Jack by quietly helping a dozen farmers.
3 "Is the room 28' 10" long or is it 39' 10" long?"

38-B. Practise three symbol keys you will need soon

4 d3d d%d d3d d%d d3%d Order 33 is discounted 33%.
5 Pay their commission at 28%, 39%, 47%, and 56%.
6 Give discounts of 28%, 39%, 47%, 56%, and 75%.
7 f4f f@f f4f f@f f4@f We want 4 @ 15% and 6 @ 5%.
8 ;¢; ;@; ;¢; ;@; ;¢@; We want 4 @ 15% and 6 @ 5%.
9 She wanted 15% interest, but I would pay only 5%.
10M j6j j_j j6j j_j He did say he would not ask Paul.
10E j-j j_j j-j j_j He did say he would not ask Paul.
11 I have not read that new book, Paying for Supper.
12 Remember, he is not to help us solve the problem.

38-C. Review horizontal centring

13 South Melbourne, Victoria.
14 Petrified Forest National Park
15 Volkswagen 6➤ Rolls Royce
16 Coffee 6➤ Milk 6➤ Tea

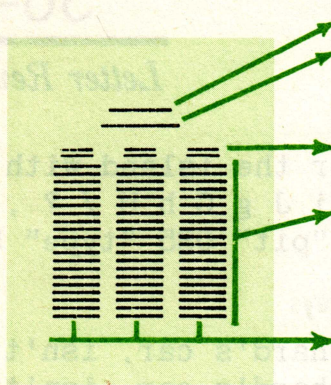
38-D. Build sustained skill on paragraph copy

17 One of the more challenging kinds of work in
the office is that of typing data in column form.
Known as tabulation, this kind of typing requires
more thought and judgment than do other tasks and
so is a welcome break from routine kinds of work.

When you stop to analyse how a table is produced, you will see that it is mostly a matter of centring. You pick out the longest item in each column, then back up from the middle of the paper enough to centre all those items and to leave six blank spaces between them. You set tab stops, to make it easy to line up the items in each column.

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10

38-E. Learn to identify the basic parts of a table



- **Title** . . . identifies table; is centred and typed in all capitals.
- **Subtitle** . . . gives more information about table; is centred a double space below title, with principal words capitalised; is not always used; may be arranged on more than one line (if more, the lines are single spaced).
- **Column heads** . . . tell what is in columns; are centred above columns; are preceded by 2 blank lines and followed by 1 blank line.
- **Body** . . . consists of the columns; is centred horizontally, usually with 6 spaces between columns; is commonly single spaced, but may be double spaced or arranged with lines in groups that facilitate horizontal reading of the table.
- **Column** . . . is a listing in a table, including the column head; is considered as wide as the longest item in the column (body or head); word columns align at left; number columns align at right.

38-F. Learn basic steps in arranging a simple table

PRELIMINARY STEP. CLEAR THE MACHINE:

Eliminate all tab stops that may already be set and move margin stops to ends of the carriage.

STEP 1. SELECT THE "KEY LINE":

It consists of the longest item in each column, plus 6 spaces for each between-column open area.

STEP 2. SET LEFT MARGIN STOP:

From the middle of the paper, backspace to centre the key line; set left margin stop at the point to which you backspace. The backspace-centring is easiest if you backspace for the blank areas first—simply backspace 3 times (half of 6 spaces) for each blank area—and *then* backspace for the pairs of letters in all the longest items combined.

STEP 3. SET TAB STOPS:

Using the space bar, space across the paper to set a tab stop at the start of each new column.

STEP 4. COMPUTE TOP MARGIN AND INSERT PAPER:

Figure the top margin necessary to centre the table vertically. Insert the paper to the appropriate starting line and centre the carriage.

Now you are ready to type the table. You backspace-centre the title and type it in all capitals, drop down 3 lines, and type the body of the table. To avoid confusion in spacing after heading lines, leave

the machine set for single spacing until you are ready to type the body; *then* adjust for double spacing.

PRACTICE 1. Type this short table, centring it in double spacing on a half sheet. Can you complete it correctly in 5 or fewer minutes?

STEP

1 sentence¹²³⁴⁵⁶ though¹²³⁴⁵⁶ tables
2
3

4

TABULATING ↓ 3

Always	type	tables
line	after	line
as	though	you
were	typing	one
sentence	like	this.

38/39-G. Practise the production of simple tables

GOAL: To finish each table on page 67 in 6 minutes (3 for making machine adjustments and 3 for typing the table) or less, with *no* arrangement errors and with not more than 3 typographical errors.

For each table, use a full sheet of quarto paper. Type the title in all capitals and follow it with 2 blank lines. Double space the body. Tabulate from column to column wholly by *touch* control.

When you type any table as a timed writing, note (1) that you start with the carriage centred, ready to backspace-centre the title; (2) that you triple space and start over if you finish the copy before time is called; and (3) that the word count credits you with 1 word for each use of the tabulator (as, between columns) and each extra carriage return (as, after a heading line).

Table 1

3-COLUMN TABLE
Paper: half foolscap
Spacing: double
Tab stops: 2

CENTRE →
(See page 31)

TRANSPORTATION TERMS			12
airline	collision	dunnage	21
automobile	commutation	embargo	30
backhaul	compartments	excursion	38
baggage	consignee	f. o. b.	45
boxcar	consignor	freightage	53
carload	demurrage	gondola	60
carrier	destination	hangars	68
coastwise	drayage	helicopter	76
automobile ₁₂₃₄₅₆	compartments ₁₂₃₄₅₆	freightage	←Key Line

Table 2

4-COLUMN TABLE

CENTRE →

TRANSPORTATION TERMS				12
airline	carrier	consignor	excursion	24
automobile	coastwise	demurrage	f. o. b.	35
backhaul	collision	destination	freightage	46
baggage	commutation	drayage	gondola	56
boxcar	compartments	dunnage	hangars	67
carload	consignee	embargo	helicopter	77
automobile ₁₂₃₄₅₆	compartments ₁₂₃₄₅₆	destination ₁₂₃₄₅₆	freightage	←Key

Table 3

3-COLUMN TABLE

CENTRE →

AVAILABLE DEBENTURE ISSUES			13
Metropolitan Water Board	5.0%	25 years	23
North Shore Gas Company	4.5%	18 years	33
Sydney County Council	4.8%	20 years	41
Associated Securities Ltd.	5.0%	25 years	52
Colonial Sugar Refinery	4.8%	20 years	71
Stocks & Holdings Ltd.	4.7%	19 years	80
Associated Securities Ltd. ₁₂₃₄₅₆	5.0% ₁₂₃₄₅₆	25 years	←Key

Note in column 2 that the
% sign is always repeated.

LINE: 50
TAB: 5
SPACING: SINGLE
DRILLS: TWICE OR MORE
GOAL: LEARN TO USE
COLUMN HEADINGS
STRESS: TOUCH
CONTROL

40-A. Type each line two times. Repeat in Lesson 41.

40-B. Type each line twice (manual typists omit lines 7E and 10E; electric typists omit lines 7M and 10M).

'A' Keyboard—
Lines 4 and 10M

'B' Keyboard—
Lines 5 and 11

MANUAL

'A'
OR

'B'

ELECTRIC

On machines not fitted with cent sign Type 'C'—backspace—type solidus '/'

40-C. Two ways to reinforce the information given here:

Study each column in the tables on pages 69-70.

Then centre each column head above the longest item in its column.

40-D. After slow, arduous drills like those above, it is always wise for you to type something easy "to get back in stride." So:

(1) Preview by practising any one word in each line.

(2) Type the paragraph twice. On the second copy, see if you can finish it in 3 or fewer minutes, with not more than 3 typing errors.

SI 1.21—easy

LESSONS

40-41

Table Typing

40-A. Tune up on these review lines

1 He may go by bus to visit the firm on the island.
2 Jack Mixbye had a powerful zest for quiet living.
3 Orders 110 and 128 made up over 39% of the total.

40-B. Practise three symbol keys you need soon

4 f4f f\$f f4f f\$f f4\$f Pay \$4 or \$14 or \$41 or \$44.
5 ;* ;\$;* ;\$;* ;\$ Pay \$4 or \$14 or \$41 or \$44.
6 May thought that \$14 was about \$4 or \$5 too much.
7M ;;; ;¢ ;;; ;¢j ;¢j Pay up to 16¢ or 16½¢ or 17¢.
7E j6j j¢j j6j j¢ ; j¢ ; Pay up to 16¢ or 16½¢ or 17¢.
8 We got 6 orders at 16¢, 6 at 16½¢, and 12 at 17¢.
9 Prices were 10¢, 28¢, 39¢, 47¢, and 56¢ per item.
10M ;¢ ; ¢@ ;@ ;¢ ; @ ; We got 12 @ 16¢ and 12 @ 19¢.
10E s2s s2@ s@s s2s s@s We got 12 @ 16¢ and 12 @ 19¢.
11 f4f f4@ f@f f4f We got 12 @ 16¢ and 12 @ 19¢.
12 Try to get 10 @ 28¢, 39 @ 47¢, and 56 @ 56¢ each.

40-C. Learn to centre a heading above a column

To centre a heading over its column, (a) note the difference between the length of the heading and the length of the longest item in its column; then (b) divide the difference by 2, ignoring fractions, to find how much to indent the shorter line from the start of the longer line. Example:

Juniors12345 12Juniors345
Alice Weller Alice Weller

If the column includes a \$ sign, it may be counted or ignored, whichever makes the centring easier. Example:

<u>Amount</u>	<u>Amount</u>
\$100	\$75

40-D. Renew typing fluency on this easy material

13 If you would like to cut down the errors you make, check first on your posture. It is amazing how much the way you sit alters the way you type. Control is what you have when each finger goes up and down the same path, exactly the same path, to jab the key or keys assigned to it; if you change posture, so that the angle of the path is not the same, then the finger gets off the path and makes an error. The majority of mistakes can be traced to moments when you squirmed in your seat, or let your wrists or shoulders sag, or did something to change the pathway your fingers expected to take.

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10

40-E. Learn how to produce a table with column heads

A table with column heads is produced almost like simpler tables (as described on page 66):

STEP 1. Select the key line (but note: the longest item in a column may be the column head; if so, the column head is used in the key line).

STEP 2. Backspace-centre to set left margin.

STEP 3. Space across to set column tab stops.

STEP 4. Compute top margin and insert paper.

But you must pause *between Steps 3 and 4* to note

how many spaces to indent each column head from the start of its column (or, if the column head is wider than its column, to note how many spaces to indent the column from the start of the head). Writing lightly, pencil in each indentation reminder, right on the problem copy, so you cannot possibly forget to make each indentation. As you type the table and reach the point where each reminder applies, space in accordingly. Study this table:

Table 4

3-COLUMN TABLE
Form: half foolscap
Spacing: double
Tab stops: 2

A ACE BOX COMPANY			
B Branch		D Years with the Company	
F Coolangatta	C 5 Manager	E 12	9
Cooma	Irwin F. Massey	10	10
Lithgow	Earl Lane Simpson	18	18
Longreach	Richard Miller	37	37
Mildura	Gertrude Slattery	39	39
Yallourn	Robert Wellerton	50	50
	Harold H. O'Brian	58	58
		15	66
		7 G	73
		13	82
		24	89

THIS TABLE ILLUSTRATES THE FOLLOWING TECHNICALITIES

- A. TITLE: Centred, typed in all capitals.
- B. COLUMN HEADS: Centred, underscored, capitalised, preceded by 2 blank lines, followed by 1 blank line.
- C. ANNOTATIONS: Typist marks on problem copy his reminders of indentations for centring.
- D. TWO-LINE COLUMN HEAD: Aligned with other headings at bottom, underscored completely (both lines) and solidly, preceded by 1 blank line if it "clears" the title (by 2 blank lines if it fell under title).
- E. TAB SHIFT: When typist reaches start of a narrow column, he clears the heading tab stop and sets a stop at point appropriate to centre the column.
- F. LINESPACING: Typist uses single spacing through headings; shifts to double spacing for body.
- G. NUMBERS: Always aligned at right side; typist spaces in to align shorter number.

40/41-G. Practise production of tables with column heads

GOAL: To produce Tables 4-7 in 6 minutes each (3 for setting margin and tab stops, 3 for typing the table) or less, with *no* arrangement errors and with not more than 3 typographical errors. Centre each table on half foolscap, the body double spaced.

When you type any table as a timed writing, note

that the word count credits you with 5 strokes (1 word) for each use of the tabulator, each clearing and each resetting of a tab stop, each extra carriage return, and each linespace adjustment. As in other kinds of copy, material that must be underscored or centred is given a triple count..

Table 5

3-COLUMN TABLE
Paper: half foolscap
Spacing: double
Tab stops: 2

Note the use of a colon to separate the minutes and seconds in elapsed time.

SIX RECORDS FOR RUNNING A MILE³

CENTRE →

<u>Record</u>	<u>Runner</u>	<u>Country</u> ²
3:54.4	Peter Snell	New Zealand
3:54.5	Herb Elliot	Australia
3:55.9	Merv Lincoln	Australia
3:57.2	Derek Ibbotson	England
3:57.5	Ron Delaney	Ireland
3:57.5	Murray Halburg	New Zealand

Table 6

3-COLUMN TABLE

Note the two places where tab stops should be reset.

Note that \$ sign is not repeated, but that space is left as though it were.

YEARBOOK BIDS²

November 3, 19—³

<u>Company</u>	<u>Quantity and Rate</u>	<u>Amount</u> ²
Atlas Printing	2,000 @ \$1.50	\$3,000
→ Haber & Haber	2,500 @ 1.40	3,500
Jackson, Ltd.	2,000 @ 1.35	2,700
Phillips Printing	2,000 @ 1.38	2,760
Rogers & Sons	2,500 @ 1.30	3,250

Table 7

3-COLUMN TABLE

DUTY ROSTER, OCTOBER 24²

<u>Watch</u>	<u>Officer of the Deck</u>	<u>Junior Officer of the Deck</u> ²
0000	LT Martin	MID Hughes
0400	LCDR Greene	MID Shaw
→ 0800	LT Foster	SLT Carews
1200	SLT Young	MID Krell
1600	LT Martin	MID Hughes
2000	LCDR Greene	MID Shaw

* Count assumes the four make-ready steps (page 66) are taken: stops set, paper inserted to starting line, carriage centred, etc.

LINE: 60
TAB: 5
SPACING: DOUBLE
DRILLS: TWICE OR MORE
GOAL: REFRESH SKILL
AND REVIEW LETTERS,
TABLES

Review

42-A. Tune up on these review lines

42-A. Type each line twice,
hitting the keys sharply.
Repeat lines in Lesson 43.

- 1 She may make the girls do the theme for their eighth panel.
- 2 Poor Jack was vexed about my long and quite hazy falsehood.
- 3 We bought the \$47 bracelet for \$28 and the \$56 pin for \$39.

42-B. Improve skill on patterned sentence drills

42-B. Type paragraph 9
once, within 2 minutes;
proofread the copy. Then:

- (1) If you made more than
3 errors, type lines 4-5
three times each; then
type 6-7 two times each.
- (2) If you made 3 or fewer
errors, type lines 4-5 two
times each; then type lines
6-7 three times each.

- 4 Zoe was given pay for that queer black box of jade markers.
- 5 Kay reviewed the subject before giving Max and Paul a quiz.
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12
- 6 He paid for the world maps and then cut them for the girls.
- 7 When may Mr. Melvor make the sights for the six new rifles?

42-C. Measure and build your sustained typing skill

42-C. First, scan your copy
to satisfy your curiosity
about it. Second, practise
three or four times each
any ONE word in each line.

Then, centre a copy on a
full sheet OR take two 5-
minute writings. GOAL: 35
or more words a minute,
with 4 or fewer errors.

SI 1.35—near normal

- 8 For more than a year now, it has been my pleasure each
morning to study the window of a fine jewellery store that is
located at the corner where I get my bus. I arrive there a
little before eight each morning and have six or seven min-
utes to wait before the bus is due. While I wait for it, I
study the big display of clocks in the window; it is really
quite something to see, with clocks of all sizes and kinds.
There are several timepieces that always amaze me. You see
no moving parts whatsoever, just the oval faces and pointed
hands, somehow suspended in the front corner of the window.
 - 9 I have never seen so many clocks in different sizes or
shapes as appear there in the display at the jewellery store.
You see shelves of small, squatty alarm clocks and two rows
of small, slim china clocks shaped exactly like spires of a
church. There is a very big display of wrist watches, too.
 - 10 One particular clock (a sign explains) is wound by the
changes in the weather. That one dumbfounds me, and I have
some very real doubts about it. Deep inside I nurture some
quiet little prayers that the expert who built that job for
us lazy folks must, surely, have put a winding key in some-
where as insurance on days when the weather stays the same.
- 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

SUGGESTION: When you
are typing line after line of
steady copy, concentrate
on evenness instead of
pushing hard for speed.

A high speed score comes
from not losing time. The
most common speed
cutters are losing the
place (from looking up)
in the copy and key jams.

42/43-D. Speed up production of letters and tables

Letters 13-14. Review letter typing, pages 57-58; then type Letters 13-14 on letterhead or quarto paper with a line drawn 1½ inches from the top, to represent a letterhead. GOAL: To finish each letter in five minutes or less, with 4 or fewer errors.

Tables 8-9. Review table typing, pages 66-70; then centre these two tables on half foolscap. Use double spacing for the bodies; arrange the columns 6 spaces apart. GOAL: To finish each table in 6 minutes (2-3 for adjustments, 3-4 for typing) with 3 or fewer errors.

Letter 13

BLOCKED LETTER
Paper: letterhead
Body: 90 words
Line: 4 inches
Tab: centre
SI: 1.37—normal

NOTE: When something is to be mailed with a letter, type "Enclosure" below your initials as a reminder.

Letter 14

SEMI-BLOCKED LETTER

Table 8

3-COLUMN TABLE
Paper: half foolscap
Spacing: double

Table 9

4-COLUMN TABLE
Paper: half foolscap
Spacing: double

Date Miss Florence Stahl, Apartment 12-C, 392 Lakeview Drive, Rotorua, New Zealand. Dear Miss Stahl,

Thank you for the recent letter in which you asked about the plays for which you might still be able to obtain tickets for a show in the first week of December.

We are enclosing a list of such plays.

If you wish us to reserve seats for you, please let us know within the next week. It is necessary for you to make a deposit of \$1 on each ticket you wish to reserve; we will then hold the ticket or tickets until 24 hours prior to curtain time. Yours sincerely, John Clark Williams, Ticket Reservations.
URS Enclosure

Date Mr. John R. Jackson, Hotel Parkview, 475 East Street, Wellington, New Zealand. Dear Mr. Jackson,

[Repeat the body and closing of the letter above.]

THEATRE TICKETS AVAILABLE For Week of December 3

Play	Star	Price Range
Shadowed Rainbow	Nancy Reeves	\$2.40 to \$6.80
Seventh Son	Gloria Langley	2.20 to 7.50
Inherit a Plew	Paul Montrose	2.20 to 8.80
Holly Ann, Dear	Ross Willard	4.40 to 8.80
Comedy of Errors	Victor Bennett	1.60 to 4.40
Regretfully So	Janis Prellis	2.20 to 5.50

SUMMARY OF ORDERS Received on November 18

Cat.			
<u>Item</u>	<u>Quantity and Rate</u>	<u>Billing</u>	<u>Company</u>
376	160 boxes @ 42¢	\$67.20	Phelps, Ltd.
376	200 boxes @ 42¢	84.00	Harris & Sons
394	100 units @ 37¢	37.00	Dale-Acme
416	144 boxes @ 46¢	66.24	Stephens Bros.
739	100 reams @ 71¢	71.00	Akron Supplies

LINE: 60
TAB: 5
SPACING: SINGLE
DRILLS: TWICE OR MORE
GOAL: COMPLETE
SYMBOL KEYS, LEARN
BASICS OF
MANUSCRIPT TYPING
STRESS: CORRECT
POSTURE

44-A. Type each line twice.
Repeat them in Lesson 45.

44-B. Each line twice. If
necessary, construct the
symbols that you need.

! OR . + '

= OR _ + -

+ OR = OR _ + /

\$ OR * OR 8

44-C. To get back in full
stride and maybe pick up
some extra speed, type
each paragraph twice. Or,
even better, make two
attempts to finish each
paragraph in 2 minutes
or less within 3 errors,
followed by a 5-minute
writing in which you set
a new speed record (but
do it within 4 errors!).

SI 1.00—very easy

Unit 8. Manuscripts

LESSONS

44-45

Report Typing

44-A. Tune up on these review lines

- 1 They paid for the pen and the box, so I paid for the chair.
- 2 Pack my five boxes in with the dozen jugs of brown lacquer.
- 3 I phoned rooms 10, 28, 39, and 47 before he phoned room 56.

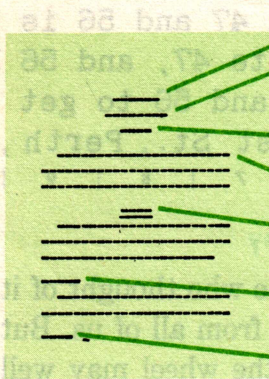
44-B. Practise the rest of the symbol keys

1. *Exclamation.* On some machines ! is the shift of the 1 key. Use A-finger to drill ala! with F-finger anchored. If you have no ! key, make the ! by typing a period, backspacing, and typing an apostrophe.
- 4 alala alala alala Vote for Jones! Vote for Jones! Hurrah!
- 5 They counted the seconds: Five! Four! Three! Two! One!
2. *Equals.* Some machines have = key at the top right of the keyboard, controlled by Sem-finger: ;=;=. On other machines, make = by typing a hyphen, backspacing, and typing another hyphen with the cylinder turned up slightly.
- 6 ;=; ;=; ;=; F = 25, A = 30, S = 40, E = 45 (for 3 minutes).
3. *Plus.* Is on either the shift of 1, or =, key. Drill: ;=;+; or ala+a. On other machines, make + by typing a hyphen, backspacing, and intersecting the hyphen with an apostrophe or diagonal (whichever gives the better result).
- 7 ;=; ;+; ;+; He said to total a + b, then b + c, then c + d.
- 8 if a + b = 25 and b + c = 45, could a = 10, b = 15, c = 30?
4. *Asterisk.* Is the shift of either the hyphen (drill: ;-*;) or of the 8 key (drill: k8k*k), or the lower case of the dollar key (drill: ;*;*).
- 9 John Wilson* used an asterisk (*) in a number of footnotes.

44-C. Regain fluency on easy paragraph material

- 10 All through the lunch hour, we sat there and played an old quiz game that Mike had found in a box of junk that his dad had thrown out. The game was a lot of fun, too; but we got tired of that, of course. The rain kept on. Dave came up with a game he had found in some old book; we tried this one for a while, too. We were glad to see the sun at last.
- 11 Once in a blue moon, it is good to get up at the crack of dawn and watch the world wake up. You see the sun break through the shades and mist of night and gleam on the drops of dew that weigh down the leaves and the grass; and as you look, the leaves lift up and the grass turns straight while the dew fades and dries in the first soft breath of breeze.

44-D. Learn to identify the basic parts of a short manuscript



- **Title** . . . identifies manuscript; is centred and typed in all capitals.
- **Subtitle** . . . tells more about manuscript; is centred a double space below title, with first and principal words capitalised; may require more than one line (single spaced).
- **By-line** . . . "By" and name of author; may be single spaced with subtitle lines or may be displayed separately, preceded by 1 blank line.
- **Body** . . . separated from heading by 2 blank lines; 5-space indentations.
- **Subheading** . . . principal subdivision; centred and underscored, with first and principal words capitalised; preceded by 2 blank lines.
- **Sideheading** . . . important subdivision; may be underscored capital and small letters, but usually all caps; preceded by 2 blank lines.
- **Balance line** . . . something (date, reference, etc.) added at bottom to stretch manuscript when it is too short or too high on the page.

44-E. Learn basic procedures in positioning short manuscripts

MECHANICAL OPERATIONS

Tab stops. Always set two—one for the standard 5-space paragraph indentation and one for use in repositioning the carriage for centring lines.

Spacing. As when typing tabulations, set the machine for single spacing until you begin the body.

Extraspaceing. To leave one additional blank line when the machine is set for double spacing, turn up the paper one line by hand (turn the right cylinder knob) *before* returning the carriage.

Bottom guard. Typists usually pencil two very light lines (later erased) near the bottom of the paper: one to mark where the last line of typing could go and a cautionary signal an inch higher. Or, they use a *visual guide*—a sheet on which the four margins are ruled; placed under the paper on which you will type, the ruled lines show through to guide you visually in margin observance.

Placement plans. The two common ways of positioning material are *by centring* and *by formula*.

1. PLACEMENT BY CENTRING

The final typing of a short manuscript is usually a *retyping* of a preliminary draft; with the draft at

hand for use as the basis of figuring, the typist can readily centre it just as he centres any block of lines: He counts lines and computes the appropriate top margin; then he selects an *average full-length line* and backspace-centres this line to determine where to set the margins.

2. PLACEMENT BY FORMULA

When a manuscript is composed directly at the machine or when the preliminary draft is inadequate for centring (if written by hand, for example), the typist follows this formula:

Top margin, 2 inches (he starts on line 13).

Line length and spacing depend on the amount of material in the manuscript:

Under 200 words: 5-inch line; double space
200 - 300 words: 6-inch line; double space
Above 300 words: 6-inch line; single space

Bottom margin, 2 inches when a 5-inch line is used, 1½ inches when a 6-inch line is used. *If the copy is too long*, continue it on another page or retype it higher on the page. *If the copy is too short* (too high on the page), type a "balance line" (date, assignment number, etc.) near the bottom to give the page proper balance.

44/45-F. Practise the production of short manuscripts

GOAL: To finish each manuscript on pages 75-76 in 10 minutes (3-4 for studying the problem and making machine adjustments, 6-7 for typing the work) or less, with *no* arrangement errors, and with not more than 4 typographical errors.

Note that each manuscript is to be typed twice: first by formula on foolscap paper, *including a*

balance line about 2 inches from the bottom; and then by centring on quarto paper, *without a balance line*, using your first copy for figuring the centring adjustments. Use plain paper and appropriate line length and spacing.

The word count credits you fully for all centring, indenting, and other required operations.

Manuscript 1 Manuscript 2

ONE-PAGE REPORT

Shown: in pica

Body: 109 words

SI: 1.41—normal

Copies: 2 (directions,
page 74)

Paper 1. Foolscap

2. Quarto

ONE-PAGE REPORTS

A Report to Mr. Strang

By Jean L. Worth

←TITLE

10

←SUBTITLE

11

←BY-LINE

26

38

This report is designed to show how a one-page report should be arranged.

SIDEHEADING →

HEADINGS

Business asks that a report be identified by a heading (what, to whom, by whom) and by sideheadings that classify the contents at a glance.

MARGINS AND SPACING

The top margin is 2 inches (but can be less).

The common line lengths are:

Under 200 words: 5 inches, double spaced

200 - 300 words: 6 inches, double spaced

Above 300 words: 6 inches, single spaced

BALANCE LINE

If a report is so short that it looks high on the page, the typist writes something (date, for instance) 2 inches from the bottom at either margin.

BALANCE LINE →

November 15, 19—

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10

One-Page Report with Sideheadings

Manuscript 3

Manuscript 4

ONE-PAGE REPORT

Shown: in elite

Body: 137 words

SI: 1.34—fairly easy

Copies: 2 (directions,
page 74)

Paper 1. Foolscap

2. Quarto

CHANGING THE LENGTH

A Report to Mr. Strang

By Jean L. Worth

It is possible for the typist to make a report look long or look short. It is a matter of using headings that do or do not take extra space.

TO STRETCH A REPORT

To make a report look long, the typist may use sideheadings or centred subheadings. Each of these occupies a line, is preceded by two blank lines, and is followed by one blank line—four lines in all.

TO CONDENSE A REPORT

To make a report look short, the typist will change to "paragraph headings," which take no extra space at all, as shown in these two:

➤ PARAGRAPH HEADINGS

➤ Point 1. Paragraph headings are indented the same five spaces as other paragraphs.

➤ Point 2. To make them stand out clearly, such headings are underscored.

November 16, 19—

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

One-Page Report with Paragraph Headings

LINE: 60
 TAB: 5
 SPACING: SINGLE
 DRILLS: TWICE OR MORE
 GOAL: TYPE
 ENUMERATIONS BY
 TABULAR TOUCH
 STRESS: EYES ON COPY

Enumerations

46-A. Each line two or more times. Repeat in Lesson 47.

46-B. Type an experimental copy of each example; then, each three times on a line.

"times":
 "equals":
 "minus":
 "divided by":
 "plus":
 "degrees":
 superior figures:
 inferior figures:
 military "zero":
 "brackets":
 roman numerals:

46-C. Type each line two times; then type all lines straight through once more.

OR, take five consecutive 1-minute writings (that is, a 5-minute writing with a 10-second rest after every minute); and then take one unbroken 5-minute writing (but with each minute called off so you can see if you are keeping up with the pace set previously).

GOAL: To set new speed record within 4 errors.

SI 1.00—very easy

46-A. Tune up on these review lines

1 Pamela works for us but may wish to work for the city firm.
 2 Paul said Buzz and Jack might quit five or six weeks early.
 3 If you add 10, 28, 39, 47, and 56, the total should be 180.

46-B. Learn to construct special characters using the interlineator

4 What is 2×2 ?expressed by small letter x .
 5 $12 \times 12 = 144$two hyphens, one below the other (*turn platen by hand*).
 6 $106 - 14 = 92$a single hyphen or a raised underscore.
 7 $144 \div 12 = 12$hyphen intersected by the colon.
 8 $92 + 14 = 106$hyphen intersected by one or more apostrophes.
 9 Freeze at 32°small letter o , raised slightly (*turn platen by hand*).
 10 $4^3 \times 5^2 = 39^a$type number or letter above line (*turn platen by hand*).
 11 H_2O is liquid:....type number or letter below line (*turn platen by hand*).
 12 Leave at 1800.0, intersected by a diagonal.
 13 He [Williams].diagonals, with underscores facing inside.
 14 Chapter XLVII.capitals of I, V, X, L, C , and M .

46-C. Renew typing fluency on these speed sentences

15 When can we two men find time to see those four firms? 11
 16 I do not seem to have done my share at the old school. 22
 17 He may call him back and ask him to work with us soon. 33
 18 Both the men we met on the street came here to see us. 44
 19 We should ask him to come to the club for a golf game. 55
 20 One rich man said he would come down here if he could. 66
 21 It is time for us and the right men to leave for town. 77
 22 I could make it to class if I could get back by eight. 88
 23 Both of us would like to roam by the side of the lake. 99
 24 I was to have been there at one, but got there at two. 110
 25 We might get the stuff out on time if we work all day. 121
 26 One of them should be here to help you with the sales. 132
 27 You ought to pay the state tax by cheque on the eighth. 143
 28 How much do you plan to pay me for the desk and chair? 154

46/47-D. Prepare a summary of manuscript enumerations

Using plain paper, type Manuscripts 5-8 as a four-page project to illustrate forms of enumerations. GOAL: To complete each manuscript in

10 minutes (3-4 to prepare for the assignment; 6-7 to produce it) or less, with no arrangement errors and 4 or fewer other errors.

Manuscript 5

ONE-PAGE REPORT

Paper: quarto
Plan: by formula
Body: 117 words
SI: 1.45—high
normal

ENUMERATIONS | A Report to Mr. Strang | By Jean L. Worth |
An enumeration is a series of steps or items whose exact sequence is shown by numbers, letters, alphabetic arrangement, or other means.

FOUR STYLES | Style 1 is illustrated by this and the following three paragraphs.

Style 2 is one in which numbers or letters are typed at the margin, with all other copy indented in one tabular step of either three or four spaces.

Style 3 is the outline form in which the copy is typed in tabular steps of four spaces each.

Style 4 is the kind used in book and article listings: alphabetic by last name of first author.

SPACING | Any of the four styles may be arranged either in single or in double spacing.

LISTED ENUMERATIONS

Manuscript 6

ENUMERATION

Paper: quarto
Plan: centre an exact copy
SI: 1.41—normal

1. Any series of numbered items may be classified as an "enumeration"; to most persons, however, the word means a displayed listing like this one, with numbers standing out at the left.
2. The numbers are typed at the margin. The word copy is aligned after the period and space that follow the number. A tab stop is set to help align the "run over" lines of copy.
3. If most items take one line or less, they are single spaced with no blank lines left between them; one space follows the period.
4. If most listed items fill more than one line, all are single spaced with one blank line left between items; three spaces follow the period.
5. The periods must align. When the figures run to 10 or more, the typist must space in once before typing each figure, 1 through 9.

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10

These are the basic rules; they are not applied to the unique displays of listings.

Manuscript 7

OUTLINE

Paper: quarto
Plan: centre an
exact copy
SI: 1.44—normal

Before commencing
to type — read
the outline.

CENTRE →

Many typists follow this
simple rule: Double space
all lines in an outline
except "run over" lines.

TYPING AN OUTLINE

I. MARGINS

- A. Set margin stops to centre the average full line, allowing for the first roman numeral.
- B. Centre the outline vertically. ↓₃

II. INDENTIONS ↓₂

- A. Steps are indented 5 spaces each.
 - 1. Set several tab stops 5 spaces apart.
 - 2. Indent similar parts in similar steps.
- B. Guide letters or numbers precede the steps.
 - 1. Follow each guide with a period.
 - 2. Space three times after the period.
- C. For roman numerals that take more than one space, use the margin release and backspace from the left margin stop.

III. SPACING

- A. Put 2 blank lines before an all-caps line.
- B. Put 1 blank line after an all-caps line.
- C. Single or double space all the other lines, but be consistent in which you use.

BIBLIOGRAPHY

A. Books

Book by
1 author

AMES, James Hill. The Colonials, Rebels. Boston: Cole Press, 1962.

Book by
2 authors

Barr, Ruth L.; and Blaine, Max H. Background of The Flag. New York: McGraw-Hill, 1963.

Government
publication

National Library of Australia. Australian National Bibliography, 1965 Canberra. Government Printing Office, 1966.

B. Magazine Articles

Article by
1 author

Hughes, Anne Mae. "Paul Revere, Man on a Horse," Newsweek (August 12, 1963), pp. 16-17.

Article by
3 authors

Krell, John F.; Chan, Lee Ki; and Wilbert, Anne F. "John Adams Said So," Journal of History (June, 1962) pp. 216-232.

Manuscript 8

BIBLIOGRAPHY

Paper: half foolscap
Plan: centre an
exact copy
SI: 1.41—normal

LINE: 60
TAB: 4 AND CENTRE
SPACING: SINGLE
DRILLS: TWICE OR MORE
GOAL: REVIEW LETTERS,
TABLES, MANUSCRIPTS
STRESS: ALERTNESS

LESSONS

48-49

Review

48-A. Lines twice—or more
if you falter! Repeat the
lines in Lesson 49, too.

48-A. Tune up on these review lines

1 When did he go to the city and pay them for the world maps?
2 Max had a zest for quiet living and placed work before joy.
3 At 39:00 & 28:00 & 47:00 & 56:00 & 10:00 & (THEME) (ANNCR:)

48-B. Lines twice. Speed
up on each repetition. To
build confidence in number
control, force yourself to
keep your eyes on the copy!

48-B. Improve control of the number keys

4 we 23 or 94 to 59 up 70 ye 63 it 85 re 43 ow 92 pi 08 et 35
5 wee 233 you 697 try 546 pet 035 wit 285 our 974 tee 533 533
6 weep 2330 true 5473 wore 2943 type 5603 wipe 2803 purr 0744
7 wet 235 tie 583 out 975 yet 635 ore 943 pup 070 tot 595 595

48-C. Make an exact, line-
for-line copy of the letter,
without pausing or raising
your eyes a single time.

48-C. Sustain your skill in production typing

Or, take a 5-minute writing
on it; start with carriage
at right margin, ready to
pivot today's date. If you
finish before time is called,
double space and start
over (begin with date).

Mr. Wayne F. Potter,
Potter & Vince, Ltd.,
391 Swanston Street,
MELBOURNE. VIC. 3000

Dear Wayne,

We are pleased to approve your campaign plan for the next
radio series, but with the following two changes:

1. We wish to strengthen the commercial at the end of the
tenth broadcast. We are enclosing a proposed revision.
2. We wish to drop the two N. S. W. stations from the plan,
for we have no dealers in that state. The revised list
of stations is also enclosed.

Please let me know when you have received this note. I
shall be eager to hear what you have to say about the new
script!

Sincerely yours,

Paul Trent.

urs
2 Enclosures

Current date	12
	20
	24
	28
	34
	37
	50
	60
	73
	85
	98
	110
	117
	129
	141
	143
	149
	152
	156
	158
	161

Letter 15

BLOCKED LETTER WITH ENUMERATION

Paper: letterhead
or quarto

Tab: 4 and centre

Line: 4 inches
(not as shown!)

Body: 92 words

SI: 1.33—fairly
easy

When a letter has more
than one enclosure, use
correct number and
"Enclosures."

48/49-D. Speed up production of a letter and enclosure

Review letter typing, pages 57-58,
then type Letter 15 on letterhead
or quarto paper. Review tabulation,
pages 66-70; then type Table 10 on
quarto paper. Review enumerations,

pages 78-79; then type Manuscript
9 on a quarto sheet.

GOAL: To complete each assign-
ment within 4 errors and 5 minutes
from when the paper is inserted.

Table 10

4-COLUMN TABLE

Paper: quarto

Spacing: single,
with items in
3-line groups

THE MONARCH CAMPAIGN (REVISED)

First Quarter, 19—

	<u>Station</u>	<u>City</u>	<u>A.M.</u>	<u>P.M.</u>
	5AD	Adelaide	7:15	6:30
	2AY	Albury	7:30	7:00
	4BC	Brisbane	6:59	7:30
	2CA	Canberra	7:20	7:30
CENTRE →	8DN	Darwin	7:00	7:45
	7HO	Hobart	7:30	7:15
	2LM	Lismore	6:45	6:45
	3UZ	Melbourne	7:00	6:55
	2HD	Newcastle	7:45	6:45
	6PR	Perth	7:00	7:15
	2KY	Sydney	6:55	7:05
	2WL	Wollongong	7:00	7:00

Leaving a blank line after
every three lines makes it
easier to read a long table.

SCRIPT 10 (REVISED) ↓ 3

Manuscript 9

RADIO SCRIPT

Paper: quarto

Spacing: double

Tab: 10 spaces in
from margin

Copies: one exact copy

	Music	(Theme)
	Annrcr	Your typing tip for today—
	Music	(Up and fade on theme)
	Annrcr	—from Monarch, the Portable for today!
	Music	(Up and fade into . . .)
	Mary	Ralph, get out the Monarch for me, will you?
	Ralph	Sure, honey. (Sound) Here he is, Monnie, good old Monnie. (Sound of opening case)
CENTRE →	Mary	Hey, don't take the machine out of the case! Just unhook the cover!
	Ralph	Hey yourself! You SHOULD take any portable out of its case when you want to type!
	Annrcr	Ralph is right, Mary. Never leave your port- able in its carrying case. Remember: "To keep a portable from starting to skid, Take it out of the case and out of the lid!"
	Music	(Theme)

A script is an enumeration
by cues, isn't it! Options:
(1) The "cue keys" at the
margin may be in all caps,
and they may be followed
by colons. (2) The material
in parentheses may be
typed in all caps.

Test 2-A

5-MINUTE WRITING
ON PARAGRAPHS
Paper: quarto

Line: 60
Tab: paragraph
Spacing: double
Start: machine set,
carriage at margin
Grade: box below
SI: 1.34—fairly easy

Progress Test on Part Two

Test 2

So you like to hike the trail, do you, and camp in the bush and fish in the lakes and cook over open fires! Then you are one of legions who have that idea. It's been estimated that many of our families took such a "four for the price of one" holiday last summer. The bushland reserves had a total of more than one million campers.

One of the things that surprise us all over again each year is the variety of shelters that vacation campers bring with them, ranging from a simple pup tent to a big imported camping caravan. The most popular type of tent is probably the umbrella tent, with its four corner poles; at least, we see more of this kind than of any other kind. The umbrella comes in two sizes, the 10 by 10 for four people and the 12 by 12 for five people. It is easy to put up and even looks nice, for it has a canopy that serves to roof a front porch or kitchen for you. It is usually equipped with a floor of canvas and screens for door and windows.

[START OVER]

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

CARE OF THE MACHINE

1. Daily: Clean the type faces by brushing them with a stiff brush or by using some commercial product made for the purpose.
2. Daily: Dust the machine carefully, using a long-handled brush to whisk out the inside and a soft cloth to wipe off the outside.
3. Daily: Wipe off the desk, being sure to wipe under the machine as well as around it.
4. Daily: Keep machine covered when not in use.
5. Weekly: Wipe the carriage rails with a soft cloth that has been dampened in oil. Do not put oil directly on any part of the machine.
6. Monthly: Wipe the cylinder with a soft cloth that has been dampened in alcohol.

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10

Test 2-B
(Manuscript 10)

10-MINUTE WRITING
ON AN ENUMERATION
Paper: quarto

Centre exact copy
Tab: for overruns
Start: machine set,
carriage centred
Grade: box above
SI: 1.31—fairly easy

If preferred, Tests 2-B, 2-C, and 2-D to be centred on a page (time: 10 minutes each) and then checked for penalties (Penalty Scale); the total penalty then graded on the Grading Scale.

PENALTY SCALE

- 3 for each major error (top margin, line length, line-spacing, general correctness of form, etc.)
- 2 for each minor error (blocking, aligning, centring, indenting, etc., of individual parts of the job)
- 1 for each typographical error

GRADING SCALE

- 0-1 PENALTY A
- 2-3 PENALTY B
- 4-6 PENALTY C
- 7-8 PENALTY D

Test 2-C Table 11

10-MINUTE WRITING
ON A TABULATION
Paper: half foolscap
Centre the table
Spacing: double
Start: machine set,
carriage centred
Grade: box below

BASIC RATING PLAN FOR TIMED WRITINGS

Five Minutes Within Four Errors

Speeds	Lesson 25	Lesson 50	Lesson 75	
15-19 wam	Fair	Under Par	Under Par	22
20-24 wam	Average	Fair	Under Par	43
25-29 wam	Average	Average	Fair	69
30-34 wam	Superior	Average	Average	81
35-39 wam	Excellent	Superior	Average	90
40-44 wam	Excellent	Excellent	Superior	99
45-49 wam	Excellent	Excellent	Excellent	109
50-up wam	Excellent	Excellent	Excellent	120
				131
				142
				152

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11

Today's date

Mr. Carl S. Norman,
The Norman Press,
394 Fourth Street,
WELLINGTON. NEW ZEALAND

Dear Mr. Norman,

Please let us know what you would charge to print the two displays that I enclose. Details of these two jobs are as follows:

1. We require 5,000 copies of each job.
2. The table should be set in type styles suitable for display in a dark green ink on a light green card, 6 by 4.
3. The listing would be set in a similar type size and displayed in dark brown ink on a buff or a tan card, 6 by 4.

We would ask for assurance that the cards could be delivered before January 3.

Yours faithfully,

Dexter K. Lynch.

Closing lines

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11

Test 2-D Letter 16

10-MINUTE WRITING
ON A LETTER
Paper: quarto
Style: blocked
Tabs: centre, 4
Start: machine set,
carriage ready to
pivot the date
Caution: use correct
line and spacing;
need initials and
enclosure note
Body: 98 words
Grading: box above
SI: 1.36—normal



3

**SKILL BUILDING • CARDS AND LETTER
DISPLAY • FORMS • REPORTS**

LINE: 60
 TAB: 5
 SPACING: SINGLE
 DRILLS: THREE TIMES
 EACH
 GOAL: TO BOOST BOTH
 SPEED AND CONTROL
 STRESS: CORRECT
 POSTURE

51-A. Ripple through lines
 1-3 three times each. Try
 to keep your palms low, but
 not touching the machine.
 Repeat in Lesson 52, too.

51-B. To define practice
 needs, type a double-
 spaced copy and then
 proofread it carefully.
 GOAL: To finish it in 3
 minutes or less.

Should you make 4 or more
 typing errors, your goal in
 Lesson 51 is ACCURACY.

Should you make 3 or fewer
 typing errors, it is SPEED.

51-C. Practise to achieve
 your improvement goal:

ACCURACY: The whole
 group of lines three times.

SPEED: Individually, each
 drill line three times.

SI 1.31—fairly easy

51-D. Type to reach your
 skill-improvement goal:

ACCURACY: The whole
 group of lines three times.

SPEED: Each drill line,
 individually, three times.

SI 1.32—fairly easy

Unit 9. Skill Development

LESSONS

51-52

Skill Drive

51-A. Tune up on these easy lines

- 1 duel rich town pale door name melt lamb kept cork irks hang
- 2 Inez says Jack played a very quiet game of bridge with Rex.
- 3 Did the Halls move to 102 Ninth Street or 39 Fourth Street?

51-B. Measure and improve your skill

- 4 If you ever get a chance to observe the technique of a truly expert typist, listen to the sound of his typing. It is certain to have a steady flow that seems to waver within a span of a dozen words a minute. When the going is rough, which is to say that the copy is difficult, he drops to his easy pace, which sounds like a jog trot; but when the going is smooth and easy like this turn of words is, he speeds up like a driver turning out to pass another car on a highway. The trick lies in not speeding up or slowing down too much.

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

51-C. Improve control of A, B, C, D, E

- 5 aaa All aaa aid aaa alas aaa apart aaa salad aaa appeal aaa
- 6 bbb But fbf bit fbf blob fbf blurb fbf abbot fbf bubble bbb
- 7 ccc Can dcd cue dcd corn dcd clock dcd click dcd clinic ccc
- 8 ddd Did ddd dye ddd dude ddd dried ddd idled ddd muddle ddd
- 9 eee End ded eye ded heel ded elves ded tense ded eleven eee
- 10 When library books are due back, please take care that they get back, because dedicated readers may be waiting for their chance at them. Anyone can get a book back when due.

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

51-D. Improve control of F, G, H, I, J

- 11 fff For fff off fff buff fff fifth fff fifty fff affair fff
- 12 ggg Got fgf log fgf gong fgf going fgf soggy fgf groggy fgf
- 13 hhh Hot jhj the jhj high jhj which jhj hunch jhj higher jhj
- 14 iii Ink kik did kik Mimi kik visit kik mimic kik liquid kik
- 15 jjj Job jjj joy jjj just jjj major jjj jewel jjj justly jjj
- 16 Judge Joy may have just as much fun going to the fifth annual affair as Major Hughes. Fifty to fifty-five mimics, I hear, are going to join a gang of kids and serve liquids.

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

51-E. Type to reach your skill-improvement goal:

ACCURACY: The whole group of lines three times.

SPEED: Each drill line, individually, three times.

SI 1.32—fairly easy

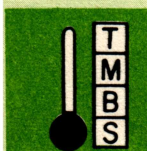
51-F. To confirm progress in Lesson 51 and to set your goal for Lesson 52, repeat 51-B, page 85.

52-A. The numbers within parentheses refer to the numbered machine parts that are shown on pages 2-5. Machines vary; so:

(1) Type a solid line of underscores; how much space, if any, shows between the line and aligning scale?

(2) Check whether variable spacer on your machine (the button in the left cylinder knob) must be pressed in or, on some models, pulled out to adjust line of writing.

(3) Determine how to adjust the ribbon control so that the ribbon is disengaged (to set it for stencil). A typical arrangement:



TOP
MIDDLE
BOTTOM
STENCIL

52-B. Type to your goal as redefined in 51-F, above.

ACCURACY: The whole group of lines three times.

SPEED: Each drill line, individually, three times.

SI 1.34—fairly easy

51-E. Improve control of K, L, M, N, O

17 kkk Key kkk eke kkk kick kkk knick kkk knack kkk knocks kkk
18 lll Lay lll all lll will lll level lll allot lll little lll
19 mmm Map jmj jam jmj maim jmj mimic jmj madam jmj moment mmm
20 nnn Nay jnj nag jnj nine jnj inner jnj anent jnj winnow nnn
21 ooo Oak lol own lol odor lol motor lol moron lol follow ooo
22 Oliver King may not like lemons or lemons may not like
him, but my dollars will take even money that Mr. King will
not balk at eating lemon meringue pie like my mother makes.

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

51-F. Make an interim progress check

52-A. Learn to type on and centre on a line

STEP 1. Adjust the paper to place the line in the position that a line of underscores would occupy.

To loosen the paper while you adjust it, use the paper release (24).

To turn the paper slightly up or down, turn the left cylinder knob while the palm of your left hand presses the variable spacer (43, the button in the left cylinder knob).

To test the position of the line, type one *light* underscore stroke with the ribbon-control lever (35) set for stencil (disengaged).

Too Low
Too High
Just Right

STEP 2. Determine how many spaces to indent the typing from the start of the line: set the carriage at the start of the line; tap the space bar once for each space the typed line will fill; then (counting strokes) continue spacing to the end of the line to find how many spaces remain to be divided around the name.

? John Jones ?
John Jones12345678
1234John Jones5678

PRACTICE. Draw 10 straight lines, varying from 3 to 4 inches long, on a sheet of paper. Insert the paper and centre your name on each line.

52-B. Improve control of P, Q, R, S, T

23 ppp Pay ;p; pen ;p; prop ;p; upper ;p; paper ;p; prompt ppp
24 qqq Que aqa qui aqa quit aqa quell aqa queen aqa quaint qqq
25 rrr Roy frf rug frf roar frf error frf carry frf repair rrr
26 sss Sue sws sis sws loss sws sales sws issue sws system sss
27 ttt Tom ftf tot ftf mutt ftf title ftf total ftf static ttt
28 Roy stated that he thought aqua paper was pretty. Sue
says statistics show that total sales of white paper do far
surpass aqua sales. Queen plans to get six quires of aqua.

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

52-C. Practise to achieve your improvement goal.

ACCURACY: The whole group of lines three times.

SPEED: Each drill line, individually, three times.

SI 1.51—fairly rough

52-D. Type to your goal:

ACCURACY: The whole group of lines three times.

SPEED: Each drill line, individually, three times.

One-hand words:

"ed" words:

Double letters:

Alternate-hand words:

52-E. To measure your skill improvement, follow either of these two schedules: (1) Type paragraph 40 two times.

GOAL: To finish either copy within 5 or fewer minutes and with not more than 4 typing errors.

(2) Or, take two 5-minute writings on the article.

GOAL: 35 or more words a minute, within 4 errors. (Record the better score.)

In either case, use a tab-5 paragraph indentation and double space the copy.

SI 1.34—nearly normal

IDEA: Use both paragraphs for stretching your skill, not for testing your skill:

(1) Take a 5-minute timing with a 10-second rest after each of the minutes; then,

(2) Take a 5-minute timing without rests but with the minutes called off, so that you can see whether or not you are staying on pace.

52-C. Improve control of U, V, W, X, Y, Z

29 uuu Use juj ups juj dual juj usual juj usury juj unused uuu 12
30 vvv Vow fvf vie fvf view fvf vivid fvf valve fvf velvet vvv 24
31 www Why sws two sws wavy sws which sws would sws wigwam www 36
32 xxx Six sxs box sxs next sxs taxis sxs index sxs extras xxx 48
33 yyy You jyj yet jyj year jyj yearn jyj yards jyj heyday yyy 60
34 zzz Zip aza zoo aza zone aza zeros aza azure aza zigzag zzz 72
35 Jimmy will amaze you, I know, with his unusually even, 84
speedy typing. Six or seven times every week, he types for 96
an extra hour or two to very even music, to improve rhythm. 108
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

52-D. Speed up on downhill preview words

36 betters brash only zest seat upon were ever you at no be in 12
37 directed precede hailed raised failed pledge named tried ed 24
38 affectionate installed college recall issue guess good door 36
39 problem social worms right them duty than clan they own the 48

52-E. Measure your skill in sustained writing

40 When I was a college boy and a pledge to a fraternity, 12
the good brothers had a number of rules by which they tried 24
to acquaint us unworthy ones with the right paths of social 36
behavior. There was a rule, for example, that no one of us 48
worms, as we were affectionately named, should ever precede 60
one of our betters, and you can guess who were our betters, 72
through a doorway but rather were directed to open the door 84
and hold it open as a gesture of love and service. The one 96
who failed in this duty would be hailed before the tribunal 108
and instructed in manners with a justice and zest that went 120
at once to the heart, or the seat, of the problem. I still 132
tingle each time I hold the door open for my own fair lady. 144
41 Well, one day the college installed a lot of revolving 156
doors at its many entrances and exits. Can you imagine the 168
problem that this made for the fraternal clan? These doors 180
were very heavy, and it was next to impossible to push them 192
without going through them. If any of us worms had to open 204
the door by pushing it, he then had to precede his superior 216
through the doorway. Always a brash person, I was the worm 228
who raised the issue; and I spoke more eloquently about the 240
subject than a worm should, as I recall painfully. 250
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

LINE: 60
 TAB: 5
 SPACING: SINGLE
 DRILLS: THREE TIMES
 EACH
 GOAL: BOOST SKILL
 STRESS: KEEPING
 BACKS OF HANDS
 FLAT

53-A. Set a smooth pace on line 1; then hold the pace on lines 2 and 3. Repeat this warmup in Lesson 54.

53-B. To define practice needs, type a double-spaced copy; then proofread it carefully. GOAL: To finish it in 3 minutes or less.

If you make 3 or more typing errors, your practice goal in Lesson 53 is ACCURACY.

If you make 2 or fewer typing errors, your goal is SPEED.

SI 1.37—normal

53-C. Type to reach your practice goal, with special attention to keeping wrists from swinging in and out.

ACCURACY: The whole group of lines three times.

SPEED: Each drill line, individually, three times.

SI 1.54—difficult

53-D. Type to reach your goal; keep hands quiet—don't let them bounce!

ACCURACY: The whole group of lines three times.

SPEED: Each drill line, individually, three times.

SI 1.30—fairly easy

Skill Drive

53-A. Tune up on these easy lines

- 1 paid firm born hand pair land burn busy form half soap sigh
- 2 Five or six dozen clubs may sign up with Karl for jonquils.
- 3 Did it happen on May 10, 1956; May 3, 1947; or May 1, 1928?

53-B. Measure and improve your skill

- 4 About the time when our parents were children, two out 12
 of ten Australian citizens lived in a city. The others lived 24
 on farms or in small towns where most people lived in homes 36
 with lawns, knew each other well, and enjoyed an atmosphere 48
 of quiet calm. The picture has changed today; seven out of 60
 ten now live in cities or close to them, not because cities 72
 are better places in which to live but because there exists 84
 in the urban centres something that mechanization has taken 96
 from the farm and the forest: the chance to make a living. 108

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

53-C. Improve control of sideways motions

- 5 AFA affix afar ARA arrow rain ATA attic data AGA again saga
- 6 LJL jural jell LUL lucid dull LYL slyly duly LHL lathe hall
- 7 ABA papal baby AVA avail vain ZGZ graze gaze QTQ quiet quit
- 8 LNL banal only LML balms melt PHP graph soph PYP happy pure
- 9 The photographer tried an hour to get the baby to look 12
 happy and sit quietly. He finally got a dull photograph of 24
 the baby gazing stupidly, slyly, at an array of jelly jars. 36

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

53-D. Improve control of vertical motions

- 10 BTB baton tubs BRB bribe ribs CTC catch tact CRC crack rich
- 11 NYN money yank NUN nutty unit MYM maybe hymn MUM mummy bump
- 12 XEX vexed exit XWX waxen waxy ZEZ dozen maze BEB begin ebbs
- 13 NIN ninth nine NON north once MIM mimic rims MOM month some
- 14 Monty may bring a bunch of records to give as our door 12
 prize on the ninth. At the next meeting, maybe someone can 24
 bring us six extra boxes of candy or crackers or something. 36

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

53-E. Type to reach your practice goal, with very special attention given to continuity—don't let the copy break your rhythm.

ACCURACY: The whole group of lines three times.

SPEED: Each drill line, individually, three times.

SI 1.32—fairly easy

53-F. Repeat 53-B, page 88, to confirm your progress and to pinpoint goals for Lesson 54.

54-A. Using the aligning scale to align insertions is important not only for inserting a missing letter but also in all kinds of corrections of work and in the use of all kinds of fill-in business forms.

Different typewriters vary in the precision of the placement of the aligning scale; this is why it is so important to note closely the position of the scale on any machine you use.

54-B. Type to reach your goal, with special attention given to accenting second letter of the doubles as much as the first letter.

ACCURACY: Type the group of lines three times.

SPEED: Type each drill, individually, three times.

SI 1.42—normal

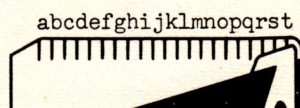
53-E. Improve control of one-hand words

15 effect minion after knoll zest only fear pool gab him at no
16 limply agreed hilly wages lion were puny safe you bad up be
17 feared lumpy, extra union gate milk fast lily car hop as in
18 pinion accede pylon trace junk fees link rate joy was no we
19 dreads nylon, cases join; ease pill test holy set ink as in
20 In my opinion, we were in bad after you set up a union 12
rate on wages. We feared a million ill effects. I dreaded 24
a union fee. I gave in only after you set up better rates. 36
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

53-F. Make an interim progress check

54-A. Learn how to make typed insertions

The key to correct typed insertions is the alignment of your typing with your machine's aligning scale. Right now, type the alphabet on your machine and compare your typing and aligning scale with this illustration:



1. To align insertions *vertically*, you must know *exactly* how much space (if any) there is between the typing and the top of the aligning scale.

2. To align insertions horizontally, you must know *exactly* how nearly the markers on the scale come to the centre of the letters (easiest to check:

i, l, m, I, T, period, colon).

PRACTICE 1. Type this name (with space left for the omitted letters) in four places on a sheet of paper:

M ss El a W ll amson

Remove the paper, reinsert it, and fill in the missing letters:

Wrong: Miss Elja Williamson
Right: Miss Ella Williamson

Use the variable spacer (in the left cylinder knob) for vertical adjustments of the paper. Use the paper release for horizontal adjustments.

PRACTICE 2. In four places on the paper, type FROM: and, under it, TO:. Remove the paper, reinsert and align it, and then type your name 2 or 3 spaces after each of the colons.

54-B. Improve control of double-letter words

21 bb bubble cc accent dd middle ee needle ff suffer gg logger
22 ll bullet mm jammer nn dinner oo poodle pp dapper rr borrow
23 ss issues tt putter zz sizzle bb lubber cc accord dd puddle
24 ee keeper ff muffle gg rigger ll called mm hammer nn annoys
25 oo rooter pp supply rr mirror ss missed tt little zz puzzle
26 Bill Muzzle needs a bookkeeper and will see applicants 12
tomorrow. He will screen all who apply. He will arrange a 24
follow-up meeting for all who seem well fitted for the job. 36
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

54-C. Type to reach your goal, with special attention to striking keys so briskly these key-jammers don't!

ACCURACY: Type the whole group three times.

SPEED: Type each drill, individually, three times.

SI 1.12—very easy

54-D. To measure your skill improvement, follow either schedule (use double spacing and a tab-5 indentation):

(1) Type paragraphs 33-36 twice. GOAL: To finish either copy within 5 minutes, with 4 or fewer typing mistakes.

GOAL: 35 or more words a minute, within 4 errors.

SI 1.35-nearly normal

IDEA: To use the paragraphs for skill stretching instead of testing, (a) take a 5-minute writing; (b) type every line in which you made an error three times each; and (c) repeat the 5-minute timing to measure growth.

54-C. Improve control of alternate-hand words

- 27 apricot island visit their when rich town man and for go is
 28 bicycle profit roams field dish down kept dog the but an to
 29 bushels laughs right works land fish girl sit pay bid so by
 30 rituals eighty turns roams with firm lake eye big men do he
 31 auditor icicle goals shape body auto both fit cut aid of it
 32 Did the men make a visit to the auto firm in the city,
 or did they go to the firm at the lake? If they got to the
 lake, Bob may pay for the auto and also land a fish for us.
- 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

54-D. Measure your skill in sustained writing

- 33 A pleasant, well modulated voice is always a great asset, but to a secretary, it is essential. Your aim should be to speak easily and naturally, without affectation, and yet with the right tone and inflection. There is charm in a pleasant, courteous voice. It creates goodwill and understanding with telephone users and makes your job easier.
- 34 In direct conversation, a smile can often redeem some unfortunate phrase or tone. On the telephone, a smile in your voice works wonders. Try to be as pleasant and alert over the telephone as you would normally be in a face to face conversation.
- 35 Most callers will know you only by your voice. Their impression of you and the telephone service you provide will be influenced by the way you answer a call. Remember, first impressions are lasting.
- 36 A good telephone voice is not a gift restricted to a fortunate few. It can be achieved by almost anyone who is willing to make the effort. Cultivate a good telephone style, be as courteous 'voice to voice' as you would be 'face to face'. The following are the important qualities of good telephone speech. Your voice should not be too soft or too loud, just a happy medium. You must breathe correctly, sit upright and breathe naturally so that your voice will have the necessary resonance. A shrill or harsh voice is most unpleasant over the telephone. Try and control the pitch of your voice at an agreeable level. The essence of good speech is to give words their right inflection. Avoid a monotonous voice, give it life and expression.

LINE: 60
TAB: 5
SPACING: SINGLE
DRILLS: EACH THREE
TIMES
GOAL: BOOST SKILL
ESPECIALLY NUMBER
CONTROL
STRESS: TOUCH
CONTROL

55-A. Alternate line 1 and
line 2, line 1 and line 3,
etc. Repeat in Lesson 56.

55-B. To define practice
goals, make two double-
spaced copies of paragraph
4; proofread your work.

GOAL: To complete the two
copies within 3 minutes,
without looking up once.

Your goal in Lesson 55 is
ACCURACY if you make 3
or more errors.

Your goal is SPEED if you
make 2 or fewer errors.

SI 1.25—easy (if you know
your number keys well!)

55-C. Type to reach your
skill-improvement goal.

ACCURACY: The whole
group of lines three times.

SPEED: Each drill line,
individually, three times.

SI 1.15—easy IF

55-D. Type to reach your
skill-improvement goal.

ACCURACY: Type the
whole group three times.

SPEED: Type each drill,
individually, three times.

SI 1.12—easy IF

55-E. Type to your goal.

ACCURACY: Type the
whole group three times.

SPEED: Type each drill,
individually, three times.

SI 1.33—fairly easy IF

SUGGESTION: For certain
number-key control, focus
practice on 3, 6, and 9
until they are as automatic
as ABC. If you do this,
the numbers will be easy.

Skill Drive

55-A. Tune up on these easy lines

- 1 town them when form down dock firm with girl work both they
- 2 Vi found Jack was right: Pam was being quite lazy and lax.
- 3 I plan to study pages 10, 28, 39, 47, and 56 for that test.

55-B. Measure and improve number-typing skill

- 4 He expects a special group of 180 to 195 to attend the 12
June 17 meeting. About 43 of these are due from Belmont, 24
37 to 46 from Glenfield, 28 or 29 from Glen Innes, 46 to 50 36
from Richmond, plus about 25 or 30 local members, as well. 48

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

55-C. Improve control of 1, 2, 3, 4

- 5 111 alala ala The 11 teams played 11 games with 11 players.
- 6 222 s2s2s s2s The 22 men got 22 tickets for the 2:22 train.
- 7 333 d3d3d d3d The 33 boys had 33 books with 33 stamps each.
- 8 444 f4f4f f4f The 44 dogs had 44 collars with 44 gold tags.
- 9 Try to get Order No. 31 out on the 12:43 train. Then, 12
if you can, get Order No. 42 out on the next train at 3:42. 24

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

55-D. Improve control of 5, 6, $\frac{1}{2}$, $\frac{1}{4}$

- 10 555 f5f5f f5f The 55 men checked 55 references in 55 books.
- 11 $\frac{1}{2}\frac{1}{2}\frac{1}{2}$; $\frac{1}{2}$; $\frac{1}{2}$; ; $\frac{1}{2}$; The 9 $\frac{1}{2}$ size sells 1 $\frac{1}{2}$ times as many as the 8 $\frac{1}{2}$.
- 12 $\frac{1}{4}\frac{1}{4}\frac{1}{4}$; $\frac{1}{2}$; $\frac{1}{4}$; ; $\frac{1}{4}$; The first $\frac{1}{4}$ includes $\frac{1}{4}$ as many as the last $\frac{1}{4}$.
- 13 666 j6j6j j6j The 66 tests were for 66 girls in 66 classes.
- 14 Map 56 shows the steep climb between $\frac{1}{4}$ and $\frac{1}{2}$ mile east 12
of Point 66 and between $\frac{1}{4}$ and $\frac{1}{2}$ mile northwest of Point 55. 24

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

55-E. Improve control of 7, 8, 9, 0

- 15 777 j7j7j j7j The 77 cars averaged 77.7 mph for 77 minutes.
- 16 888 k8k8k k8k The 88 pianists pounded 88 keys on 88 pianos.
- 17 999 19191 191 The 99th Regiment sent 99 men for 99 parades.
- 18 000 ;0;0; ;0; The 100 girls had scores between 100 and 110.
- 19 Most scores on Test 9 fell between 70.8 and 90.0, with 12
the mode at 78.9; the median at 79.8; and the mean at 78.0. 24

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

55-F. Type to your goal.

ACCURACY: Alternate 20 and 21 three times.

SPEED: Type 20 and 21, individually, three times.

SI 1.04—very easy

55-G. To confirm progress in Lesson 55, repeat 55-B.

56-A. SPECIAL NOTES.

(1) Erase only when your instructor directs or gives you permission to do so. Erasing: a crutch learners should avoid leaning upon!

(2) One erasure crumb can disable a machine; this is why it is so important the carriage be moved aside.

(3) Never moisten an eraser. A damp eraser "scags" paper.

(4) On an electric machine, you must temporarily turn the pressure regulator (26) to 0 before typing over any erasure you have made.

56-B. To define practice goals for Lesson 56, type a copy of paragraph 38 (on page 93); check your work.

Your goal in Lesson 56 is ACCURACY if you make 3 or more typing mistakes.

Your goal is SPEED if you make 2 or fewer errors.

Then type the 56-B drill lines to fit your goal.

ACCURACY: Type the whole group of lines three times.

SPEED: Type each drill, individually, three times.

"M" drill: manual machine.
"E" drill: electric machine.

55-F. Regain stride on these easy paragraphs

- 20 My goal is to make a big profit when I go down to work for the rich man by the lake. If so, then I may aid Jan if he kept the bicycle of the neighbor girl down by Coal Lane. 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12
- 21 When Jack said he might take six scouts to the zoo, he did not know they would be so quick to take him up on it at this time. He should have known that most boys would be in the mood to go on just such a trip at the drop of your hat. 48 60 72 84

55-G. Make an interim progress check

56-A. Learn how to make corrections

ERASING. Turn paper up so error is on top of cylinder. Move carriage to extreme left or right (use margin release, 15) so erasure grit *can't* fall into machine. Keep paper from slipping as you erase by pressing it against cylinder with fingertips (but don't touch the typing!). Use an *ink* eraser in light, up-and-down, oval motions while blowing lightly and dryly to puff away erasure grit. Then restore paper to typing position and type—*lightly!*—the correction.

SQUEEZING. If an extra letter must be inserted, move all letters in the word a half space to the *left*:

Method 1. Before each stroke, press and hold down the half-space key—if

your machine has one. On some makes, the space bar can be held down to half-space the carriage.

Method 2. Before each stroke, press and hold down the backspace key at an estimated halfway-down depth.

Method 3. Before each stroke, press against the left end of the carriage, pushing it back a half space.

Method 4. If only the correction is to be typed, use the paper release and shift the paper itself.

SPREADING. To make a correction fill an extra space, move the word a half space to the *right*, using any of the methods of carriage control.

PRACTICE. Make three *exact* copies of lines 22 and 23.

- 22 The **firs** step in any operation **iss** to review all the steps.
- 23 The **first** step in any operation **is** to review all the steps.

56-B. Improve control of punctuation marks

- 24 , , , k,k,k k,k Yes, it is, or may be, a help, or guide, too.
- 25 ... l.l.l.l l.l Dr. and Mrs. J. A. Mills, Jr., left at 1 p.m.
- 26 /// ;/;/; ;/; Ship it 4/1/64, but date it 4/2/64 or 4/3/64.
- 27 ??? ;/;?; ;?; Who is there? Is it Bill? What do you want?
- 28M ''' k'k'k k'k It's Joe's car, isn't it? No, it's Wilbur's.
- 28E ''' ;';'; ;'; It's Joe's car, isn't it? No, it's Wilbur's.
- 29 !!! ala!a a!a Look! Over there! It's Mr. Kerr! Call him!
- 30 Mr. and Mrs. Smith hoped to go on the afternoon train, 12
- on or about 4/4/64. But it was two weeks later, wasn't it, 24
- before they left? What a trip they had! It was wonderful! 36
- 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

56-C. Type to your goal.

ACCURACY: Type the whole group of drills three times.

SPEED: Type each drill, individually, three times.

56-D. To regain your normal stride, retype paragraphs 20 and 21 (page 92) again.

56-E. To measure your skill improvement, follow either schedule (double space and use a tab-5 indentation):

(2) Using paragraphs 37-40, take two 5-minute timings. GOAL: 35 or more words a minute, within 4 errors. Then, record the better of the two scores.

SI 1.35—nearly normal

SUGGESTION: Always skim-read a selection before you type it. Doing so will satisfy your curiosity and will let you concentrate on smooth typewriting.

56-C. Improve control of more punctuation marks

- 31 ;;; ;j;j; ;;; Make it blue, then; or red; or tan; or brown.
 32 ::: ;::; ;;; Leaving at 1:10, he can get the 1:34 or 1:42.
 33M "" s2s"s s"s Sue divided the "report" into six "chapters."
 33E "" ;';"; ;"; Sue divided the "report" into six "chapters."
 34 () 19(1 ;0); We need (1) time, (2) cash, and (3) guidance.
 35M ___ j6j_j j_j You simply must read The Gwen, by John White.
 35E ___ ;-;_ ;_ ;_ You simply must read The Gwen, by John White.

- 36 I found The Gwen (a new book by John White) to be top-flight reading (I like "whodunits," you see); my one criticism of it: It takes too long to reach its "happy ending."
 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

56-D. Regain stride on two easy paragraphs

56-E. Measure your skill in sustained writing

- 37 To cultivate a good telephone style, the first essential is to speak directly into the mouthpiece of the telephone. The mouthpiece should be not more than half an inch from your lips and directly in front. Speak naturally, clearly, and sincerely; do not raise your voice above its normal level. A medium tone at a fairly low pitch is best. Speak briskly, but not at the expense of tone and expression. Give the vowel sounds their full value, emphasize the consonants, and do not drop your voice at the end of a sentence. Above all, sound cheerful! A dreamy voice or a drawl makes a caller lose confidence in your ability to give prompt and efficient service. A monotonous voice not only can irritate but it implies lack of interest.
 Some steps in handling telephone calls occur again and again. For these occasions standard phrases have been developed which are designed to enable you to give service in the briefest possible time. For example: "Number, please."
 38 Do not use standard answering or operating phrases mechanically. Try to get into each one of them some life and expression. Instil a cheerful, alert tone into your voice when you are providing service, and an interested, sympathetic tone if callers are experiencing any difficulty.
 If the circumstances differ from the usual, or if there is no standard phrase, use words which convey your meaning clearly and courteously.

LINE: 60
TAB: 5
SPACING: SINGLE
DRILLS: THREE TIMES
GOAL: LEARN NEW
CORRESPONDENCE
FORMS
STRESS: PREPLANNING

57-A. Lines 1-3 three or more times, with emphasis on pressureless effort. Repeat them in Lesson 58.

57-B. Instead of repeating lines individually, type all four lines as a group three times. Start slowly; speed up on repetitions.

57-C. You should be able to type both paragraphs in 5 minutes or less, within 4 errors. See if you can!

If you have doubt about your speed, precede this effort by retyping line 1 three times. If you doubt your ability to meet the accuracy requirement, retype line 2 three times.

Swing quickly from this preliminary practice into the sustained typing.

SI 1.35—easy-normal

57-D. The production word counts from here on will assume that you are using one or the other of these two positioning shortcuts.

Most letters today have the date at the right margin but the trend is to start it at the centre.

Unit 10. Correspondence

LESSONS

57-58

Card Typing

57-A. Tune up on these review lines

1 They may make a big profit if they work with the field men.
2 Jo saw six big packs of cards and very quietly seized them.
3 10 & 28 & 39 & 47 & 56 \$10 and \$28 and \$39 and \$47 and \$56.

57-B. Build skill on these preview words

4 AA answer BB blocked CC choice DD date EE prefer FF helpful
5 GG give HH which II like JJ judge KK pick LL letter MM most
6 NN one's OO others PP people QQ unique RR better SS persons
7 TT that UU use VV have WW what XX extreme YY yes ZZ bizarre

57-C. Build and measure skill in sustained writing

8 What is the best letter style? That question does not
have an answer, for preference in letter styles is a matter
of one's own taste. For example, some people like a letter
to be blocked; others may prefer it indented. Some like to
use a company name. Some prefer the date centred horizon-
tally. There is no way to judge what one form is the best,
but it is helpful to know what forms are most popular: the
blocked and semiblocked forms, the two of which are used in
around 95 percent of the letters typed in business offices.

9 The purpose of a letter might influence your choice of
style, too. For example, you might pick for an advertising
letter a bizarre form that would catch one's eye because it
is unique; but you would reject that same style for, say, a
letter of sympathy. Yes, these are extreme cases; but they
do show that the purpose of a letter might affect its form.

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

57-D. Learn a shortcut for positioning a date line

In the letters you have typed this far, you have pivoted (backspaced from the right margin) to position the date. Slow, wasn't it! There are two popular shortcuts:

1. *Estimate the starting point* of the date, as many typists do. You have pivoted enough dates, now, to have good judgment. And, after all,

you can't go *far* wrong! The shortest date (May 1) takes 11 spaces; the longest (September 30) fills but 18.

2. *Start the date at the centre*, thus aligning the date with the closing lines (it balances neatly). This method is very easy, very quick, and *the method you are to use* in the letters and cards in this part.

57/58-E. Practise the production of postal cards

Study the illustrations and annotations below; then, using slips of paper 5½ by 3½ inches, type Cards 1-6. Once the machine is set, you should *easily* produce each card within 5 minutes, with no errors or with not more than 1 error.

Card 1

POSTAL CARD
Shown: in pica
Line: 4¾ inches
Spacing: single
Tabs: two

Return address:
Blocked; started
on line 3, a half
inch from edge.
No personal title
unless it is Mrs.

Block address 3
lines below OF.
Double space a
3-line address;
single space a
longer one.

Production count
allows 8 words
to flip card.

Start date at
centre, on line 3.
Following blank
line is optional.

Margins ½ inch.

Leave room for
signature, if
needed; otherwise,
one blank line.

Card measures
5¾ x 3½ inches.

↓ MARGIN

TAB ↓

↓ TAB

MARGIN ↓

Richard F. Carlson
Student Union Building
University of Melbourne ↓ 6

THIS SIDE OF CARD IS FOR ADDRESS

POSTAGE
STAMP

Mr. Donald W. Keene,
Unit 3C,
104 Third Street,
BRIGHTON. VIC. 3186.

December 2, 19--

Dear Mr. Keane:

The next meeting of the Finance Committee of the Sports Association will be held at 8.30 p.m., Saturday, December 10, at the home of John F. Elkins (12 West Street). The agenda includes a study of the finance plan for the Sports House, a matter so important that committee members are urged to attend.

Richard F. Carlson
Executive Secretary

URS

Postal Card in Standard Arrangement

Card 2

POSTAL CARD

From: Richard F. Carlson, Student Union Building, University of Melbourne. *To:* Reservations Department, Perisher Valley Inn, Perisher, N.S.W. 2630. *Date*
Gentlemen, I should like to reserve four double rooms with bath, at \$12 each, for a party of eight skiers for the weekend of September 14-16. We shall arrive about seven o'clock on Friday evening and depart in midafternoon on Sunday. I should appreciate your sending me a confirmation of this reservation.

Richard F. Carlson (*No initials*)

Card 3

POSTAL CARD

From: Richard F. Carlson, Student Union Building, University of Melbourne. *To:* Mr. Damon Struthers, Men's Suits Department, Stacy's Department Store, 451 Prince Street, Melbourne, Vic. 3000. *Date* Dear Mr. Struthers, Thank you for letting me know that the annual clearance sale of winter suits is scheduled for the first week in July. If you have any dark blue or gray 37-Longs, I should be grateful if you could set them aside for me. I shall stop in to look at them on the first day of the sale. Thanks for remembering me! Dick Carlson (*No initials*)

SPORTS ASSOCIATION-Student Union-University of Melbourne

December 3, 19 --

Dear Mr. Kenilworth:

We should like to acknowledge your contribution of

\$25.00

to the Sports House Fund. We are confident that it will not be long before we can begin construction.

Richard F. Carlson
Executive Secretary •

URS

Duplicated fill-in cards are often used for acknowledgments. Front is addressed as usual (but no return address). This side is filled in as is shown: date at center, salutation and initials aligned at margin, and amount centered in area.

Cards 4-6 Forms 1-3

FORM POSTAL CARDS
Shown: in elite

Card 4. Acknowledge a contribution of \$25.00 by Mr. Charles S. Kenilworth, 481 Austin Avenue, St. Kilda, Vic. 3182.

Card 5. Acknowledge a contribution of \$100.00 by Mr. Edwin G. Bernhardt, 562 North Street, Vaucluse, N.S.W. 2030.

Card 6. Acknowledge a contribution of \$1,000.00 by Mr. and Mrs. Fred W. Miller, 332 Faircrest Drive, Dalkeith, W.A. 6009.

LESSONS 57-58

LINE: 60
TAB: 5
SPACING: SINGLE
DRILLS: THREE TIMES
GOAL: LEARN NEW
CORRESPONDENCE
TECHNICALITIES
STRESS: OUTPUT

59-A. Try to type these lines smoothly, as though keeping time to music. Repeat them in Lesson 60.

59-B. Type these lines the same as you would type a paragraph. Repeat this "paragraph" three times; speed up on repetitions.

59-C. You should be able to type both paragraphs within 5 minutes, with 4 or fewer errors. Can you?

If speed is a problem for you, retype line 1 three times before starting 59-C, to set a fast pace. But if accuracy is your problem, retype line 2 three times, for an intensive review of all the key reaches. Be sure to swing quickly from this preliminary practice to the sustained writing before the effect of the preliminary practice fades.

SI 1.37—normal

Use plain paper—but rule or type a line across the paper, one and a half inches from the top, to simulate the depth of a letterhead. Note that the letters require a 5-inch line: 50 pica; 60 elite.

Letter Typing

59-A. Tune up on these review lines

- 1 The goal of the rich man is to fix a bicycle for the girls.
- 2 A blazing jam quivered as the ax point struck flying blows.
- 3 Look for boxes 110, 228, 339, and 447; then search for 556.

59-B. Build skill on these preview words

- 4 AA paragraph BB back CC casual DD indented EE each FF flash
- 5 GG zigzag HH have II lines JJ just KK look LL all MM common
- 6 NN penned OO tone PP experts QQ quite RR address SS message
- 7 TT that UU build VV have WW writer XX extra YY style ZZ zip

59-C. Measure and build skill in sustained writing

- 8 Back in the days when a letter had to be penned by the writer, it was not usual to leave extra space between parts of a letter; the writer had to use indentations instead. The start of each paragraph had to be indented. The lines of a return address, of an inside address, and of the close were all set as a series of indentations, just like steps. The result was that letters seemed to have quite a zigzag look. 12 24 36 48 60 72 84
- 9 Letters got a new look when the typewriter came along. Because it is a lot faster to block than to indent lines on a machine, a letter today is not likely to have many indentations. The experts say you can build "tone" for a letter by the number of indentations you do or do not make in your letter. Many indentations make a letter look conservative; few make it seem casual; having none at all gives a message a streamlined zip that is the equivalent of a modern touch. 96 108 120 132 144 156 168 180

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

59/60-D. Practise the production of letters

Type Letters 17-21, trying to finish each of these "average length" letters in 6 minutes, with 4 or fewer errors. Note that the letters feature these special display parts:

1. *The attention line* (page 98) precedes the salutation. It may be centred, but is usually blocked at the margin and underscored.

2. *The subject line* (page 100) follows the salutation. It may be typed

at the margin, but is usually centred and underscored or all-capped.

3. A *company signature* is usually typed in all capitals a double space below (and aligned with) the complimentary closing. It is used when the letter involves an obligation of the company rather than of the signer.

4. A "cc" (carbon copy) note is added to the other reference symbols if someone gets a copy of the letter.

Letter 17

SEMI-BLOCKED LETTER

Shown: in pica
Body: 137 words
Line: 5 inches
Tab: centre only
SI: 1.39—normal
Paper: letterhead

J U D D - K A N E , L T D .

CABLE ADDRESS: JUDKANDEN

1410 GLENARM STREET • MELBOURNE

Phone: 24-6521

December 4, 19—

Messrs. Parke & Blake,
472 La Junta Street
ADELAIDE. S.A. 5000

Attention of the Chairman

Dear Sirs,

Thank you for the letter in which you describe the financial problems that you are having and request us to extend for two months the date on which your final payment on our building contract will be due.

We are happy to make the extension you wish, and we enclose with this letter an agreement to cover the added time. You will note that it simply involves your continuing for two more months the same rate of interest you have been paying on your balance.

Our South Australia agent, Mr. Willis Crane, will call you early next week to learn when you may wish him to visit you and execute the papers. If there is any help or counsel that he can provide, you may be sure he will be happy to be of service to you.

Yours truly,
JUDD-KANE, LTD.

Thomas J. Kane,
Managing Director.

urs
Enclosure
cc Mr. Judd
cc Mr. Crane

Business Letter in Semi-Blocked Style, with Attention Line,
Company Signature, and "cc" Notations

BLOCK & SEMI-BLOCK STYLE

3 SPECIAL DELIVERY

2

5 PERSONAL

4 Mr. Bruce P. Gabrielle,
Cormack-Mawhrer Company,
Elizabeth Street,
PERTH. W.A.

1 Paul D. Sturbens
223 Temple Street
PERTH. W.A.

- ← Standard small envelope, is 5¾ by 3½ inches.
↓ Standard large envelope, is 9 by 4 inches.

INDENTED STYLE

LER & SONS

5 PLEASE FORWARD

4 Mrs. Janet Foreman Becker,
125 Liverpool Road,
STRATHFIELD. N.S.W.

How Envelopes Are Addressed

1. *Return address* (if not printed) may be typed in left bottom corner, single spaced and blocked ¼ inch from edge. No personal title, except *Mrs.*, is used.
2. *Stamp* goes ½ inch from top and right.
3. *Special mail service*, if any, is typed on line 3, ½ inch from top and left corner.
4. *Name and address* begin under and about ½ inch left of estimated centre (i.e., line 11 of small envelope; line 14 of large one), arranged in three

double-spaced lines or in four or more single-spaced lines. Type the postcode number two spaces after the state. In a foreign address, indicate the zone with the city, and type the country name in all caps on a separate line.

5. *Special reminders* (like "confidential" or "please forward" or "Attention of the Advertising Manager") are typed in all caps a double space above the address.

Letter 18

BLOCKED LETTER
Paper: letterhead
Body: 144 words
Line: 5 inches
Tab: centre only
SI: 1.39—normal

Type an envelope
for the letter.

Current Date The Manager, Kerr, Bidell & Todd, Ltd., 247 Macquarie Street, Sydney, N.S.W. 2000. Attention Mr. Roger Todd

Dear Sir,

We must find some way to move faster on the Sydney building project. I appreciate the fact that your best men are busy with other commitments, but the simple truth is that we will not have a building if we do not wrap up the final design in a few weeks.

As you know better than I, the cost of material and labour is going up at a rapid rate; the tentative budget that you and we estimated a year ago is already outdated. Credit is much tighter and costlier, too.

Is there any chance of your having the plans ready within a month or six weeks? Tell me frankly. My board members will be pressing me for a report; and if I cannot say that we are getting ready for bids, I fear that the entire project will be abandoned.

Yours truly, JUDD-KANE, LTD., Willard Judd, Manager
cc Mr. Kane cc Sydney Office

18
39
41
54
67
80
93
106
119
132
136
149
162
175
189
208
213

MARTIN MILLER & SONS

Letter 19

Table 12

INDENTED LETTER

Shown: in elite

Body: 109 words, plus
table spacings

Line: 5 inches

Tab: table only

SI: 1.39—normal

Paper: letterhead

HEALY BUILDING

58 BROAD STREET

MELBOURNE 20-6412.

December 5. 19--

Mr. J. Stewart Young,
Council of Commerce,
240 Swanton Street,
MELBOURNE. VIC. 3000

Dear Mr. Young,

SUBJECT: YOUR N.S.W. TRIP

When I let our N.S.W. Council know that you might be willing to speak at one of their dinners if they could plan their meetings to fit your trip schedule, their response was wonderful. Therefore, the following schedule has been set up for you:

Before typing the letter, set three tabs for columns. For date and subject line, centre carriage by hand. When ready to type the closing lines, clear table tabs; set one at centre.

<u>Date</u>	<u>City</u>	<u>Audience</u>
May 31	Sydney	225
May 31	Newcastle	150
June 1	Lismore	160
June 2	Wollongong	175
June 3	Canberra	100

If you approve this heavy schedule, Mr. Young, we will move at once to make proper arrangements for your transportation and hotels.

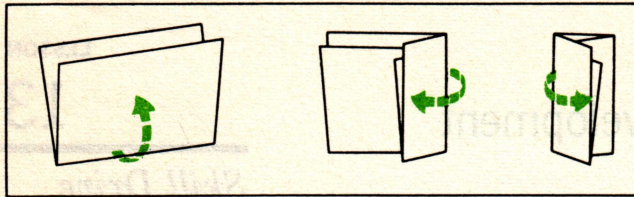
Yours sincerely,

Humphrey N. Lambert,
Chairman.

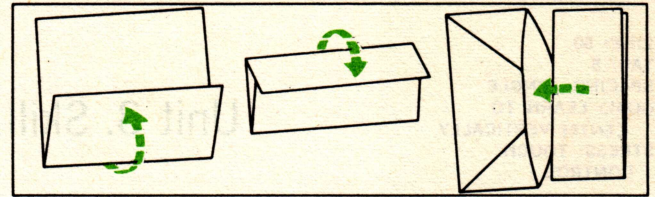
Urs
cc Council Secretaries.

Type an
envelope

Business Letter in Indented Style, with Subject Line,
Tabulation Display and "cc" Notations



FOLDING A LETTER FOR A SMALL ENVELOPE



FOLDING A LETTER FOR A LARGE ENVELOPE

Letter 20

INDENTED LETTER

Body: 131 words

Line: 5 inches

Tab: centre only

St: 1.44—normal

Paper: letterhead

Type an
envelope

Current Date Mr. Marvin N. Maxwell, 283 Hutt Street,
Wellington, N.S.W. 2820. Dear Mr. Maxwell,

SUBJECT: YOUR JOB APPLICATION

We have received and have noted with interest your letter of
application for a sales position with us.

At present we do not have a vacancy near Wellington, but
we do need a representative who would make his head-
quarters in or near Walgett and cover the northwestern part
of the state. If you would like to be considered for this opening,
please fill in and mail back to us the enclosed application form.

I shall be in Wellington near the end of the month to attend a
convention; while I am there, I should be pleased to talk with
you. If you are qualified for and truly interested in the position,
we might be able to settle the matter then and arrange the em-
ployment details. Sincerely yours, MARTIN MILLER & SONS,
Sales Manager. urs Enclosure cc Personnel Department

Letter 21

BLOCKED LETTER

Body: 133

St: 1.48—fairly

difficult

Paper: letterhead

Type an
envelope

Date Dr. J. Kendall, School of Commerce, Sydney Technical
College, Broadway, N.S.W. 2007. Dear Dr. Kendall,

SUBJECT: CONFERENCE PLANS

I am writing to confirm our telephone conversation about
your taking part in our March 14 conference. It is most grat-
ifying to know you will join us.

The audience will consist of 75 men who represent our com-
pany in the various states, plus eleven of our executives.
These men meet here in Sydney twice each year to learn
about our new products and to advance in their knowledge
of professional selling.

We should like you to lead a session, to last about one and a
half hours, on "How to Help the Retailer Expand His Business."
We shall reimburse you for all expenses, plus your \$250 fee.

Let me say again that we are very glad you will be with us. We
look forward to your program. Yours sincerely, MARTIN
MILLER & SONS, Humphrey N. Lambert, General Sales Man-
ager. urs cc Mr. John Miller

LINE: 60
 TAB: 5
 SPACING: SINGLE
 DRILLS: THREE TIMES
 GOAL: REVIEW LETTER
 DISPLAYS
 STRESS: OUTPUT

61-A. Type as evenly as you can—refuse to falter on the figures in line 3. Repeat in Lesson 62.

61-B. Type lines 4-9 three times each; then repeat three more times either lines 4-6 for an accuracy gain or lines 7-9 for an increase in your speed.

61-C. Read the copy (it gives information worth remembering). Then, copy paragraph 10 twice if you need a speed gain or both paragraphs once if you need to improve in accuracy.

Or, take a 5-minute timing (with a 10-second rest after each minute) in Lesson 61 and another 5-minute writing (without rests) in Lesson 62. GOAL: At least 35 words a minute, with 4 or fewer errors.

SI 1.35—nearly normal

61-D. GOAL: To complete each letter within 6 or fewer minutes, with not more than 4 typing errors. All four letters may be typed with identical tab and margin settings.

Letter Review

61-A. Tune up on these review lines

1 He and I did work the eighth problem also, and it is right.
 2 Zoe enjoys a Pym diving board, which is quick but flexible.
 3 Those five divisions increased 10%, 28%, 39%, 47%, and 56%.

61-B. Build skill on preview words and phrases

4 average serves uphill extra cases only ever rare him are on
 5 suggest squeeze assumes indeed office letter three will all
 6 paragraphs adjusts trusts these cases there here, even rare
 7 of the|or one|on the|is not|of two|in the|be one|or the one
 8 two or|one or|and he|are to|and if|for it|and so|one or two
 9 than body name then with when make such but and for the man

61-C. Build skill in sustained writing

10 Most of the letters typed in offices are plain ones of 12
 two or three straight paragraphs. Such letters are easy to 24
 place on the page; the standard guide to line length serves 36
 quite well. But now and then there comes a letter with one 48
 or more special parts to be displayed, like a subject line, 60
 an attention line, a company name to be shown in the signa- 72
 ture, or even a table or listing. These special parts take 84
 more room than the word count would suggest (a subject line 96
 of four words, for example, will alter the placement of the 108
 letter as much as would two dozen extra words in the body). 120

11 What to do about placement, then, if a letter includes 132
 some parts to be displayed? In most cases, the typist does 144
 nothing special. He trusts that he will be able to squeeze 156
 or spread the closing lines enough to adjust the placement. 168
 Only in a borderline case (when it is debatable whether the 180
 letter ought to be considered a short vs. average one or an 192
 average vs. long one) should the typist make any adjustment 204
 for the display lines, and here he assumes the letter to be 216
 the next larger size and adjusts the margins for that size. 228

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

61/62-D. Produce a summary of letters with displays

Type as a four-page project, on plain paper, the four versions of Letter 22, as directed on page 103. The table in the letter is centred with 6 spaces between columns. Set a tab stop for each column; do not confuse these tabs with the one you set at the centre.

ASSIGNMENTS	ARRANGEMENTS	SPECIAL INSTRUCTIONS	WORDS
Letter 22	Blocked form	Type the letter shown below (set tab stops for table before starting to type).	196
Letter 23	Blocked form	Type the letter below, but add JUNIOR EXECUTIVE (as a company signature).	202
Letter 24	Blocked form	Type the letter below, but add <u>Attention Mr. Frank L. Klein.</u>	214
Letter 25	Blocked form	Type the letter below, but add SUBJECT: YOUR RATE INQUIRY.	215

Letter 22-25 Table 12

BLOCKED LETTER

Shown: in elite
Paper: workbook
Body: 122 words
Tabs: 3 (centre and table)
SI: 1.52—fairly difficult

December 10, 19--

The Secretary,
Foote, Klein & Hughes, Ltd.,
130 Queen Street,
BRISBANE. QLD. 4000.

Dear Sir,

Thank you for your inquiry of December 5 concerning our rates for space in JUNIOR EXECUTIVE magazine. We are enclosing our standard rate card. You will note on it that the rates for the space dimensions about which you specifically asked are as follows:

Quarter page \$125.00

One-half page 235.00

Complete page 400.00

Worth noting also is the 10% discount that you earn for four or more reservations in one calendar year. We allow the usual 15% agency fee, of course.

If you wish to reserve space in our February issue, which is the next one going to press, we should have your reservation (and copy, if it is to be set) not later than December 28. Thank you for your inquiry.

Yours truly,

J. Paul Prescott
Business Manager.

urs
Enclosure

Business Letter in Blocked Style, with Table

LINE: 60
TAB: 5
SPACING: SINGLE
DRILLS: THREE TIMES
GOAL: PRODUCE
OFFICE MEMOS
STRESS: TOUCH
OPERATION

63-A. Set an easy, steady pace on line 1; then try to maintain it on lines 2 and 3. Repeat in Lesson 64.

63-B. Type these preview lines as though they were a paragraph; then type the "paragraph" three times; speed up on repetitions.

63-C. Read the copy and silently rehearse reaches to the tabulator and the numbers; type a single-spaced copy (leaving a blank line between each of the paragraphs, of course) completely by touch and without pausing.

Or, take a 5-minute timing (with a short rest after every minute) in Lesson 63 and another 5-minute one (with no rests) in Lesson 64. GOAL: 35 or more words a minute, within 4 errors.

SI 1.35—nearly normal (if you indent by touch!)

63-D. It might be a good idea for you to repeat the two alignment drills in Lesson 54-A on page 89.

Unit 11. Printed Forms

LESSONS

63-64

Forms Typing

63-A. Tune up on these review lines

1 When is it the duty of the eight men to visit their island?
2 Mr. Black requested sixty jeeps for moving the prizes away.
3 10 28 39 47 56 we 23 up 70 out 975 wit 285 rue 473 yip 680.

63-B. Build skill via preview word practice

4 AA any BB bills CC check DD don't EE need FF office GG good
5 HH help II its JJ adjust KK work LL likely MM memos NN many
6 OO once PP reports QQ quarter RR require SS less TT typists
7 UU cut VV involves WW whole XX example YY unlikely ZZ sizes

63-C. Build skill in sustained writing

One of the modern trends in office work is to use more printed forms. There are many good reasons for this trend: 12

1. One reason is the fact that our government requires many reports, all of which must be prepared on exact forms. 24

2. A second is the fact that the forms are so designed that the typist is unlikely to leave out or to misplace any important details; thus, accuracy is helped to some extent. 37
49

3. One value of forms is the way they get rid of problems of placement and arrangement; you don't have to adjust margins for memos or bills of different sizes, for example. 62
74
86

4. The use of forms reduces the need for adjusting the typewriter, too. Once a machine has its margin and its tab stops set for a certain form, the typist can produce copies of that form all day long without adjusting the typewriter. 99
111
123

5. Forms cut down the amount of typing required to say what is to be said. A check, for instance, is a whole message boiled down to its essence, which involves less than a quarter of what would have to be said in a complete letter. 136
148
160
172

6. Studies show that using forms for routine work cuts costs, because they increase output, with a higher quality. 185
197
209
221

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

63/64-D. Learn to type interoffice memoranda

Study the illustrations on the next two pages; then see how many of the assignments you can complete within the time limits suggested. 234
246

An interoffice memo is a message from one person to another in the same firm, usually typed on a form with printed "guides" (like *To* and *Date*).

1. The forms are either full size (8 by 10) or half size (8 by 5, or 5 by 8). Guide words may appear in any of many different arrangements.
2. Set left margin at the heading aligning point and right margin to equal the left (by estimate).
3. Begin insertions 2 or 3 spaces after the pertinent guides, aligned with them at the bottom.
4. Separate body and heading by 2 blank lines.
5. Ordinarily, use no salutation or closing.
6. Align the signature line (initials, name, or title, as writer prefers) with the date (set tab).
7. Use reference lines as you do in letters.

To:	Margaret Norton Millinery Department	December 12, 19--
From:	Frederick Lincoln Personnel Department	
Subject:	Promotion for Jean Louise Young	
<p>We are pleased to approve your recommendation that Miss Young be advanced to the position of Assistant Buyer and receive a salary increase of an additional \$100 a month. The new position will become effective on January 2. Please extend our sincere congratulations to Miss Young.</p>		
<p>urs cc Payroll Department</p>		F. L.

Memos may also be typed on plain paper. LINE: 60. TAB: 10 (to align heading details). TOP MARGIN: 1 inch. DATE: Pivoted. SIGNATURE: Aligned with date (tab).

Form 4

INTEROFFICE MEMO
Shown: in pica
Paper: workbook
SI: 1.30—fairly easy

Interoffice Memorandum

TO: N. P. Montclair
Bureau of Personnel

DATE: December 12, 19--

FROM: Simon V. Johnston
General Manager

SUBJECT: Conference on New Kinds of Employment Tests

At some time in the near future, Neil, please try to set up a meeting at which you, Miss Benz, Mr. Clark, and I could spend an hour or two in conference with Dr. Mark Bjorgens, of Houlton College, to talk about the tests we give to job applicants.

Doctor Bjorgens has just wound up a long study on the values of some new kinds of tests for predicting the success of new office workers. From what I have been told, his findings should be of keen interest to us. We may ask him to review the tests we are now using.

urs

S. V. J.

Standard Arrangement of an Interoffice Memorandum

INTEROFFICE MEMO

Date: December 13, 19--
 From: Ewell Blackstone
 Art Department
 To: George McAdams
 Advertising Department
 Subject: Art for the McCalls Advertisement

Ext: 2182

Floor: 5

I am sorry to tell you that we shall be delayed at least

one all McCalls.

Blackstone

urs

Memorandum

TO: Stephen R. Quinette
 Systems Division
 FROM: Inez C. Carpenter
 Training Department
 SUBJECT: Use of Printed Forms
 DATE: December 12, 19--

When I attended a recent meeting of the National Office Management Association, I was amazed to learn that--

1. Most of the other large firms in the city use many more printed forms than we do.

2. m...

I. C. C.

urs
 cc Mr. Thompson

Interoffice memorandum forms appear in many sizes, arrangements, and styles; but the guide words make most of them "self-coaching."

Form 5

INTEROFFICE MEMO
 Paper: quarto

Goal: 5 minutes
 SI: 1.43—normal

Form 6

INTEROFFICE MEMO
 Paper: quarto
 Goal: 5 minutes
 SI: 1.39—normal

Form 7

INTEROFFICE MEMO
 Paper: quarto
 Goal: 10 minutes
 SI: 1.36—normal

Memo to Paul W. Graham | Training Bureau | From Simon V. Johnston | General Manager on the subject of Sending Someone to Canberra Conference | I noted in an article in Junior Executive magazine that the National University will conduct a conference for a week this summer for directors of office training. It seems to me that it might be wise for us to have you or a member of your staff take part in this program. New Paragraph. Please write to the University and obtain full details. When you have them, please draft for me an estimate of what it would cost for us to send someone. If possible, let me have your report well before the first of March. | S.V.J. | urs | cc Mr. Montclair

Memo from George McAdams | Extension 2044 | Advertising Department | To Ewell Blackstone | Floor 8 | Art Department | on the subject of Art for the McCalls Advertisement | Thank you for letting me know about the delay in getting the art ready for the special McCalls campaign. I got in touch with the magazine as soon as I received your note and found we could have an extension of a week in the deadline. New Paragraph. Even so, we shall have to move with dispatch in getting the art finished and the plates made. I hope it will be possible for you and your staff to place a high priority on the job for us. Thanks again for your help. | McAdams | urs | cc Miss Patrick cc Mr. Benardo

Memo to Inez C. Carpenter of the Training Department from Stephen R. Quinette of the Systems Division on the subject of Use of Printed Forms dated today. | You are correct in noting the trend toward the increasing use of forms. There are many good reasons for this trend: [Continue with the six numbered paragraphs on page 104; arrange them in enumeration form, as on page 80.] S. R. Q. | urs

LINE: 60
TAB: 5
SPACING: SINGLE
DRILLS: THREE TIMES
GOAL: PRODUCE
INVOICES
STRESS: NUMBERS
BY TOUCH

65-A. Set an easy, smooth pace on line 1; then try to hold the same pace on lines 2 and 3. Repeat this warmup in Lesson 66.

65-B. Type lines 4-7 three times each: first, slowly and very evenly; then, steadily speeding up until you race across the line on your third typing of it.

65-C. Read the copy; then type and retype each of the paragraphs until you can complete each one in 3 minutes, within 3 errors.

Or, take a 3-minute timing on each paragraph, followed by a 5-minute timing on the two together.

GOAL: 40 or more wam with 4 or fewer errors.

SI 1.24—easy (fine for increasing your speed!)

If you can maintain the standard "waltz" tempo of 3 strokes a second, your speed is 36 words a minute!

65-A. Tune up on these review lines

- 1 He paid the neighbour to make an ivory panel for the chapel.
- 2 Six or seven flashing new jet planes quickly zoomed by him.
- 3 He got 56 green ones @ .39; 47 blue @ .28; 10 purple @ .10.

65-B. Speed up on downhill preview words

- 4 glance, tricks forms ought make them with aid for the to be
- 5 weights sheets check judge gift then also yet the one if no
- 6 closing flinch would study know each time out all his or if
- 7 papers, typist whole first sure size that the aid may be on

65-C. Build skill in sustained writing

- 8 At first glance, some of the printed forms used in the office might seem to be complex; but only a moment of study is required to understand how to use most of them, for most forms are simply letters. Take a bill or a cheque or a memo or a telegram, for instance; each is just a letter with the greeting and closing left out. Once you realize this fact, forms begin to make sense. You can also see from this fact how much time forms save; if you had to type a whole letter instead of fill in a form each time you prepared a telegram or bill or cheque you would not get a quarter as much done.
 - 9 One more aid that pays its way by saving time and that is part of the equipment to be found in all desks is carbon paper. If no one knew of carbon sheets, so that the typist had to type one at a time all her extra copies of business papers, and then someone came up with carbon paper as a new thing, you sure would judge it to be the finest gift of all time. Far from flinching from the use of carbons, a typist ought to bless the lovely stuff and learn all the tricks of using it. Yet few typists know much about the many colours, sizes, and weights in which this magic aid may be obtained.
- 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

65/66-D. Learn to type invoices and telegrams

Study the illustrations on the next two pages; then see how many of the assignments you can complete within 5 minutes and 4 errors each.

An invoice is a list of the charges for one delivery of goods or services, usually typed on a form with printed guide words for positioning heading details and ruled lines for positioning the columns.

1. Invoices come in an infinite variety of sizes, designs, and arrangements.
2. Number columns are aligned at the right, 2 or 3 spaces before the end of their column areas.
3. Word columns are aligned at the left, 2 or 3 spaces after the start of their column areas.
4. The left margin is set at the first column. Tab stops are set for additional columns.
5. To the extent possible, heading entries are aligned at the margin or tab stops of the body.
6. When typing totals, type a single line immediately under last figure, drop two lines; type total. Immediately under total, type double lines.
7. The typist is responsible for *all* details.

Form 8

INVOICE

Form or quarto paper.

Word count: 121
Tabs: 4

Note: Practice typing double lines, using variable line spacer before typing Form 8.

The bottom two lines would be omitted if no taxes were involved.

Form 9

INVOICE

Form or quarto paper.

MEREDITH TYPING SERVICE

305 GREAT SOUTH ROAD - AUCKLAND -

To: Mr. Chester L. Harris December 14, 19--
206 Kapa Road,
Meadowbank.

Subject: Invoice for Materials Delivered Herewith

12	Chapter 1 of thesis:	
6	Pages of straight copy @ .30	3.60
2	Pages involving unique display @ .50	3.00
40	Pages involving tables @ .50	1.00
	Pages of carbon copies @ .05	2.00
		<u>9.60</u>

LINE:

60. TABS: 30 and 76. TOP MARGIN: ½ inch. DATE: pivoted.

MEREDITH TYPING SERVICE

305 ROSSLYN STREET • LOS ANGELES, CALIFORNIA 90057

TO: Mr. Chester L. Harris
206 Kapa Road
Meadowbank.

DATE: December 14, 19--

QUANTITY	DESCRIPTIONS	UNIT PRICE	AMOUNT
14	Chapter II of thesis		
6	Pages of straight copy	.30	4.20
40	Pages including tables	.50	3.00
	Pages of carbon copies	.05	2.00
24	Chapter III of thesis		
2	Pages of straight copy	.30	7.20
52	Pages including tables	.50	1.00
	Pages of carbon copies	.05	<u>2.60</u>
			20.00
	3% SALES TAX		.60
			<u>20.60</u>

STANDARD INVOICE FORM

Prepare another invoice to Mr. Harris, above; compute all amounts. For Chapter IV of thesis: 30 Pages of straight copy @ .30 | 6 Pages including tables @ .50 | 72 Pages of carbon copies @ .05 || For Chapter V of thesis: 19 Pages of straight copy @ .30 | 13 Pages including tables @ .50 | 64 Pages of carbon copies @ .05. Check the Total, add carefully and then add on the 3% sales tax. The "Final Total" should amount to \$31.93.

Form 10

INVOICE
Form or quarto paper.

Form 11

INVOICE
Form or quarto paper.

TELEGRAM FORM

Prepare an invoice of the Manufacturers Institute to the Training Department | J. F. Belton Company | 350 Riverside Road | Meadowbank, N.S.W. | for the following items:
21 (copies of) Rafael: Production Tooling @ 4.50 = 94.50 | 1 (copy of) Rafael: PT Instructor's Manual @ 5.50 = 5.50 | 70 Benkley: Modern Plant Safety @ 2.50 = 175.00 | 1 Benkley: MPS Instructor's Manual @ 3.50 = 3.50 | TOTAL = 278.50 | LESS 10% TRADE DISCOUNT = 27.85 | FINAL AMOUNT = 250.65.

Prepare another invoice of the Manufacturers Institute to Mr. Thomas S. Klauss | Training Department | Condon & Willhite Ltd. | 170 Railway Street | Auburn | for the following (compute all amounts): 10 Stephens: Dredges and Drills @ 4.00 | 1 Stephens: DD Instructor's Manual @ 7.50 | 20 Rafael: Production Tooling @ 4.50 | 1 Rafael: PT Instructor's Manual @ 5.50 | 1 Rafael: PT Film-strip (Set) @ 65.00 | Compute TOTAL | Indicate 10% TRADE DISCOUNT | FINAL AMOUNT should be 187.20.

AUSTRALIAN POST OFFICE		TELEGRAM	
Presented for transmission subject to the Post and Telegraph Act and Regulations			
PLEASE USE BLOCK LETTERS			
Please give full address to ensure delivery			
Words.....	TO DR. ROBERT RAFAEL		
Charge.....	SCHOOL OF BUSINESS		
Time.....	UNIVERSITY OF N.S.W.		
By.....	STATE N.S.W.	(not chargeable)	
			CASH REGISTER OR STAMPS
EDITORIAL BOARD HAS AUTHORIZED NEW EDITION OF YOUR BOOK STOP			
HOW SOON CAN WE HAVE MANUSCRIPT			
FROM (for transmission) DONALD BIDEAUX MANUFACTURERS INSTITUTE			
NOT FOR TRANSMISSION			
Sender's name and address MANUFACTURERS INSTITUTE MELBOURNE Phone No. 27-4254			
TG 41. Sch. C 9671 — 11/64.			

Telegram 1. Full rate | from Manufacturers Institute | Melbourne, current date | to Mr. Herbert F. Lewis | Starrett Engineering Co. | 150 Vauxhall Road | Cheltenham | Pleased to accept your invitation to speak at May 9 convention. Thanks for the privilege. | Donald Bideaux | Manufacturers Institute | urs

Telegram 2. Full rate | from Manufacturers Institute | Melbourne, current date | to Dr. Maurice Trethaway | School of Business | University of N.S.W. | Kensington | New Simpson edition delayed until May 1. Shall we fill order with present edition? | Donald Bideaux | Manufacturers Institute | urs

Forms 12-13

TELEGRAMS
Style: as illustrated

LINE: 60
TAB: 5 AND CENTRE
SPACING: SINGLE
DRILLS: THREE TIMES
GOAL: REVIEW FORMS
AND LETTERS
STRESS: VIGOR

67-A. See whether you can type lines 1-3 four times in a minute. Repeat these lines in Lesson 68, too.

67-B. The vertical lines are simply to guide you in recognizing phrases; don't pause when you come to one. Start slowly and speed up on repetitions.

67-C. Take five 1-minute writings, with a pause after each minute; then take a straight 5-minute writing (with no rests). Try to equal the score you made in Lesson 65-C.

Or, type a copy of this letter, trying to finish it within 5 minutes and with 4 or fewer errors.

Note that the letter is shown here on a 55-space line; when you type it, however, use a 50- or 60-space line (whichever is correct for an average letter on your machine).

Letter 26

BLOCKED LETTER

Paper: quarto

Body: 146 words

SI: 1.35—the easy side of normal

NOTE: Reference initials (like "urs") may be typed either in small letters, as shown, or in all caps.

Review

67-A. Tune up on these review lines

1 When did she go to the man and pay for the Oak Lake island?
2 We acquire jerky habits from having typed exercises lazily.
3 10 28 39 47 56 we 23 rot 495 pew 032 toy 596 rip 480 up 70.

4 with this long list this work been more been true
5 you the and the has not for you for the and for and for you
6 of your to know of most to work we are to our of the in the
7 list of true of most of give us you to may we and if one of

Current date

Mr. Chester L. Harris,
206 Kapa Road,
MEADOWBANK. N.S.W. 2114

Dear Mr. Harris,

SUBJECT: COMPLETION OF THESIS

With this letter we are sending you the final parts of your thesis: the last two chapters and the long list of readings. We are also enclosing an invoice for this work, which brings your balance to \$45.

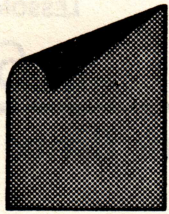
We should like you to know that typing this material has been more than "just one more job" to our group of typists. All of us have found your writing to be extremely interesting, a fact that has not been true of most of the theses that we have typed in the past.

We are grateful to you for the many kind things you have said about our work. May we quote from one of your letters when next we compete for a contract? Please give us permission, Mr. Harris; and give us also a chance to work for and with you once more.

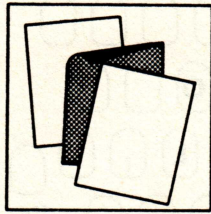
Very sincerely yours,
MEREDITH TYPING SERVICE,

Jean I. Meredith.

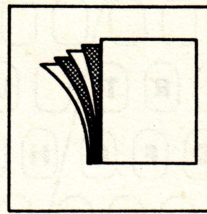
urs
Enclosures



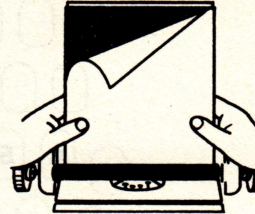
Carbon paper has a dull side and a glossy side that does the work.



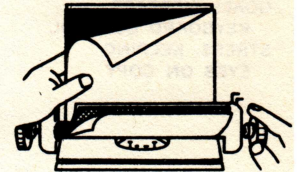
Put glossy side against the paper on which the copy is to be made.



Check: You must have one more sheet of paper than of carbon paper.



Use both hands to get pack behind roll. You can see glossy sides.



Hold pack in left hand; turn roll with right. Dull sides show in front.

67/68-D. Apply your skill in a production review

Type Letter 26 (page 110) and Forms 14-16 below, each with one carbon. Time your work. GOAL: At least 35 words a minute production speed from time when machine is adjusted and paper is inserted, ready to type.

Form 14

INVOICE
Form: half foolscap
working papers

Note: compute all
extension figures

Invoice to Mr. Chester L. Harris | 206 Kapa Road | 9
Meadowbank | for the following: Chapter IX | 29
of thesis: | 22 Pages of straight copy @ .30 | 3 Pages including | 46
tables @ .50 | 50 Pages of carbon copies @ .05 || Chapter X of | 66
thesis: | 10 Pages of straight copy @ .30 | 4 Pages including | 83
tables @ .50 | 8 Pages of bibliography @ .50 | 44 Pages of car- | 102
bon copies @ .05 || TOTAL | 3% SALES TAX | FINAL TOTAL | 128
22.45 | 133

Form 15

INTEROFFICE MEMO
Form: quarto or
working papers

Memo to MTS Production Staff | MTS Service Staff | From Jean I. | 7
Meredith | Manager | on the subject of The Next Big Job | Date. | 24

We have just been notified that we have been awarded the | 38
big contract to prepare eight training manuals for the Air Force | 51
Base in Wellington. The manuscript will begin to | 62
flow to us on or about March 1 and will provide a sufficient | 75
volume to keep us on full production for at least two months. | 87

Between now and March 1, therefore, we will wish to clean | 100
up any small jobs that came to us but had to be deferred while | 113
we were concentrating on the Harris job. We will also wish to | 126
have all the equipment serviced; the Air Force job will consist | 139
of our preparing many thousand Duplimat masters for offset | 151
reproduction, and for this we need machines to be in perfect- | 163
plus condition. | J. I. M. | urs | 172

Type a Lettergram from Meredith Typing Service | Auckland, date | to Senior Training Officer | Wellington Air | 13
Force Base | Wellington | 29
| 34

We look forward with pleasure to beginning work on Air | 46
Force contract AFT17/64A-H on March 1. Suggest your repre- | 58
sentative make first delivery of manuscript in person to set up | 71
style manual for production. | Jean I. Meredith | Meredith | 85
Typing Service | urs | 90

Form 16

TELEGRAM
Form

LINE: 60
TAB: 5
SPACING: SINGLE
GOAL: HOLD PACE ON
REVISED COPY
STRESS: ATTENTIVENESS

Unit 12. Manuscripts

LESSONS

69-70

Rough Drafts

69-A. Each line three times
or for a minute each.
Repeat all three drills
when you do Lesson 70.

69-A. Tune up on these review lines

- 1 To make it to town, I paid a neighbor to sit with the girl.
 - 2 Eliza quit her job, packed up six bags, and moved far away.
 - 3 Type 1 and 2 and 3 and 4 and 5 and 6 and 7 and 8 [Continue to 50]
- 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

69-B. Learn how revisions are indicated

These are the markings used by writers, editors, and typists to indicate changes in all kinds of typed work when revising it for final retyping:

<i>^</i> or <i>^</i>	Insert word	and [^] the	Insert a space	and so the
<i>o/</i> or <i>—</i>	Omit word	and so it	<i>o</i> Omit space	the a. <i>m.</i>
<i>Stet</i> or <i>...</i>	No, don't omit	and so it	<i>—</i> Underscore this	It <u>may</u> be
<i>\</i>	Omit stroke	and so the	<i>o/</i> Move as shown	it is <u>not</u>
<i>l.c.</i> or <i>/</i>	Make letter small	And so the	<i>o</i> Join to word	in ^o search
<i>U.C.</i> or <i>=</i>	Make capital	it may not	<i>—</i> Change word	and if it
<i>=</i>	Make all capitals	It may <u>not</u>	<i>o</i> Make into period	or to it ^o
<i>→</i>	Move as indicated	and [→] so the	<i>o</i> Don't abbreviate	<u>Dr.</u> Wilson
<i>//</i>	Line up, even up	and so the	<i>o</i> Spell it out	<u>1</u> or <u>2</u> who
<i>=</i>	Line up, even up	TO: Mr. A.	<i>¶</i> New paragraph	<i>¶</i> We can try
<i>ss</i>	Use single spacing	and so the	<i>✓</i> Raise above line	Haley [✓] says
<i>Trans</i> or <i>~</i>	Turn around	and the <i>so</i>	<i>+ #</i> More space here	^{+ #} It may not
<i>ds</i>	Use double spacing	and so the	<i>- #</i> Less space here	It may not
<i>=</i>	Insert a hyphen	red-tipped	<i>2 #</i> 2 linespaces here	It may not
<i>5</i>	Indent 5 spaces	It may not	<i>/</i>	the
<i>*</i>	Insert a space	and [*] so the	<i>o/</i>	of the

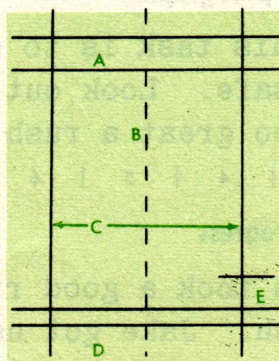
69-B. Read the material on page 113 carefully, to be sure you can read it as fluently as would be the case if it were not in rough-draft form.

Then, beginning with paragraph 1, either copy all the material (GOAL: To finish in 7 minutes within 4 errors) or take a 5-minute writing on it (GOAL: 35 or more wam, within 4 mistakes).

SI 1.40—normal

69-C. Sustain a steady rate on revised material

69/70-D. Produce a two-page report (unbound form)



Sample Visual Guide

Study the technical information on pages 113-114; then type the material (make all the indicated revisions) as a formal, academic, two-page report.

It will be easier for you if you first make a "visual guide" on a plain sheet of 8-by-10 paper:

- A. Draw heavy lines 1 and 2 inches from the top.
- B. Draw heavy centring line in the middle.
- C. Draw margin lines for a 6-inch writing line.
- D. Draw heavy lines 1½ and 1 inch from the foot.
- E. Draw a short warning line 1 inch above (D).

Place this guide under the paper on which you will type; the lines will show through to guide you.

69-C. A visual guide is, of course, a summary of margin rules; compare the directions for this visual guide with rules given on pages 113-114.

A visual guide doesn't save much time on short reports, but saves time and assures consistency through a long report.

Manuscript 11
Manuscript 12

2-PAGE REPORT IN
UNBOUND FORM
Shown: in pica
Paper: quarto

SI: 1.40—normal

FORMAL MANUSCRIPTS

A Report for Typing I

By John E. Lake ▼₃

The standard rules for typing a formal manuscript, such as a term paper, are ^uillustrated on this ^{and} ~~or~~ the next page. ▼₃

THE SPACING TO USE

Single space all special displays, such as headings that take ② lines, quotations that ^{will} ~~are sure to~~ fill more than two typed lines, foot ⁽notes, listings, and so forth.

Double space the body of the manuscript unless there ^{is} a special reason for single spacing it (such as the need for saving ⁽space ~~in~~ filing) or saving ⁽materials ~~in~~ duplicating) ①

Triple space (that is, leave ② blank lines) after the heading of any page and before any major ⁽subheading.

|| Quadruple space (leave three blank lines) to ^aseparate a table from the adjacent body of the manuscript. ▼₃

THE MARGINS TO USE

The top margin should be 2 inches deep on ^{the} ~~on~~ first page and 1 inch deep on ~~all~~ the other pages. So, typing will begin on ~~line~~ 13 of the first page and ^{on} ~~line~~ 7 of all ^{other} ~~additional~~ pages.

The bottom margin should be at least ~~one~~ ^{of a manuscript} inch deep and maybe up to $(1\frac{1}{2})$ inches deep. If the last page ^{is} short, then the bottom margin will, of course, be deeper.

The side margins should permit a (6) -inch line of writing (60 spaces pica, 70 spaces elite), centred ^{if manuscript} ~~in the report~~ is not to be bound in a note book or binder but moved a quarter inch to the right (giving a left margin of $(1\frac{1}{2})$ inches and right margin of (1) inch) if the manuscript is to be so bound. ∇

THE PLACEMENT OF Headings

The page-1 heading lines should ~~be~~ centred, the title in all caps and other lines in capital and small letters.

Major subheadings may be blocked at the margin (in which case they are called "sideheadings") or be centred; ~~They~~ may be typed in all caps, as in this manuscript, or be underscored.

paragraph headings are indented and underscored.

The page number is omitted on page (1) ; ~~On~~ other pages, it is typed on line (7) at the right margin ^{or at centre,} with or without the word "page," and is followed by (2) blank lines ~~pages~~.

LINE: 60
TAB: 5
SPACING: SINGLE
GOAL: USE FOOTNOTES
STRESS: THE DETAILS

71-A. Each drill for a minute or three times. Repeat in Lesson 72.

71-B. Beginning with first paragraph, type the revised material on page 115 (GOAL: To finish in 8 minutes with 4 or less errors) or take 5-minute timing on it (GOAL: 35 or more wam within 4 or fewer mistakes). SI 1.60—difficult

LESSONS

71-72

Footnotes

71-A. Tune up on these lines

- 1 The two old men set out the big red box and the boy saw it.
- 2 Because he was very lazy, Jack paid for six games and quit.
- 3 Type 1 for 2 for 3 for 4 for 5 for 6 for 7 for 8 [Continue to 50]

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

71-B. Sustain a steady rate on revised material

71/72-C. Produce a two-page report (bound form)

Study the information on pages 115-116; then type a correct copy as a 2-page bound report (so: $1\frac{1}{2}$ -inch left margin and 1-inch right margin).

Manuscript 13
Manuscript 14

2-PAGE REPORT
IN BOUND FORM
Shown: in elite
Paper: foolscap

SI: 1.58—difficult

To provide 1½-inch left margin and 1-inch right margin—

1. Use a visual guide; or
2. Set stops for 6-inch line and then shift them 3 spaces to right; or
3. Set stops for 6-inch line and then shift paper guide ¼ inch to left.

FOOTNOTES IN MANUSCRIPTS

A Report for Typing I
By A. J. Wilson

The principal rules for typing footnotes in manuscripts are shown and explained on this and the next page. The works of Hutchinson,¹ of Gavin and Hutchinson,² and of others are authorities for the statements that will be made in this brief report.

Purposes of Footnotes

1. Footnotes are used to identify references mentioned in the body of the manuscript. For example, the footnotes on this page identify the two references in the first paragraph.

2. Footnotes are used to give the source of a quotation that is cited in the manuscript. Examples: Footnotes 3 and 5.

3. Footnotes are used to give explanations of something mentioned in the body. Example: Footnote 3.

Styling of Footnotes

4. If a footnote refers to a book, the data are arranged as shown in the footnotes in this report: authorship, title, publishing source and date, and exact page if it is needed.

1. Lois Hutchinson, Standard Handbook for Secretaries, Seventh Edition (New York: McGraw-Hill, 1955).

2. Joan E. Fielding and Frank P. P. Ross (Gregg, 1969) Australian Secretaries Reference Manual

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14

5. Each footnote is set up as a separate, single-spaced paragraph, preceded by a blank line and indented five spaces.

6. Footnotes must be clearly separated from the body, or text, of a manuscript. One book states:

Indent quotations of three or more lines 5 spaces on each side.

Separate the footnote from the text by a line of underscores 2 inches long. Single space before typing the line and double space after typing it in order to leave one blank space above and below.³

7. If the last page of the manuscript is short, ~~insert~~ extra space above the separation line to make sure that the footnotes will appear just above the ^{proper} ~~appropriate~~ bottom margin.

Numbering of Footnotes

8. The references in a manuscript should be numbered in sequence. The footnote ^{for a reference} is given the identical number and must appear on the same page as the references.

9. The number in the body must be superior⁴ and follow, without a space the reference or the punctuation mark following it.

10. The number in a footnote may be "superior," separated "from the first word of a footnote by one letter space,"⁵ or may be in ordinary enumeration form as shown in this report.⁶

To know how much space to leave here, read paragraph 7.

"Et al" means "and others".
"Op. cit." means "the book already mentioned".

3. Joan E. Fielding, et al., Vocational Typing, Second Edition (Sydney: McGraw-Hill, 1969), page 116.

4. A "superior" number is one raised above the line, ~~by holding the cylinder turned part way while you type the number key.~~

5. Fielding and Ross, op. cit., page 146.

6. Fielding, op. cit., page 116.

LINE: 60
TAB: 5
SPACING: SINGLE
GOAL: REVIEW
PRODUCTION
STRESS: SELF-RELIANCE

73-A. Ask a neighbor to pace you: He types line 1 evenly while you type lines 2 and 3 in step. Then reverse the roles. Repeat in Lesson 74.

73-B. If you need to increase speed, type each line three times. If you need to sharpen accuracy, type the group of lines (as a paragraph) three times.

73-C. Adjust machine for 70-space line and for double spacing.

Read the copy; study the corrections before you begin any typing.

Type a complete copy, trying earnestly to do so without looking up even once. GOAL: To complete the copy in 5 minutes, within 4 errors.

Or, take a 5-minute writing with a pause to rest after every minute; follow this by a straight 5-minute writing without pauses. GOAL: 40 or more words a minute, with only 4 or fewer typing errors.

The copy will double block on 70-space line.

SI 1.42—normal

Letter 27

BLOCKED LETTER
Review: pages 97-100
Goal: within 6 minutes and 4 errors
Body: 152 words
Paper: letterhead or quarto paper.
Tab: centre only
SI: 1.44—normal

Review

73-A. Tune up on these lines

- 1 How can the two old men cut the big log you put out for us?
 - 2 We promised Jackie eight dozen, but sixty equals only five.
 - 3 Type 1 the 2 the 3 the 4 the 5 the 6 the 7 the 8 [Continue to 50]
- 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

73-B. Sharpen control on an alphabetic preview

- 4 AA agent BB boxes CC concern DD December EE Peebles FF felt
- 5 GG Garage HH ship II did JJ judge KK spark LL line MM name,
- 6 NN Nebraska OO sorry PP plugs QQ requested RR Rural TT that
- 7 UU Route VV value WW went XX the XL Line YY today ZZ the EZ

73-C. Sustain a steady rate on revised copy

Manager,
Send this message today to the Peebles Garage, on William Street, in Adelaide, S. A., attention of the purchasing agent. ~~Dear Sirs.~~ Dear Sir,

Your letter of Dec 24, concerning the order we delivered to you on December 18, arrived here this morning, as did the boxes of XL Spark Plus that you did not wish to receive and have returned to us.

When we sent your order, we should have let you know that we sent the XL plugs instead of the EZ plugs you had requested. You see, the firm that had been making the EZ plus recently went out of business. Because our xl line is the nearest thing to the EZ in value and quality, we have been shipping the XL plugs in all orders that are for rush delivery.

We are very sorry you were not happy with the XL shipment and felt it necessary to return the boxes to us. We are crediting the four boxes to your account and are enclosing a revised statement of the account.

Now, close the letter by using the phrase very faithfully yours; insert our company name, The Carlin Company; and then type my standard sized Paul Alvin Wilson, Sales Manger; plus your initials, plus Enclosure.

73/74-D. Apply your skill in a production review

Following exactly the directions in the boxes, see whether you can turn out the production assignments within the cited time and error limits.

Forms 17-18

INVOICES

Review: pages 108-109

Goal: within 4 minutes

and 3 errors

Form or quarto paper.

Prepare the following invoices from the Manufacturers Institute:

1. No. 26173 to Mr. Clarence J. Markham | Training Department | A.N.Z. Sugar Co. Ltd. | Main South Road | Islington, South Australia for the following: 10 (copies of) Benkley: Modern Plant Safety @ 2.50 = 25.00 | 1 (copy of) Benkley: MPS Instructor's Manual @ 3.50 = 3.50 | 1 (set of) Benkley: MSP Filmstrip (Set) @ 36.00 = 36.00 | TOTAL = 64.50 | 10% TRADE DISCOUNT = 6.45 | FINAL TOTAL = 58.05

2. No. 26174 to Training Division | Nucleonics Corporation | 160 Colombo Street | Sydenham, New South Wales | for the following (compute all amounts): 20 Rafael: Production Tooling @ 4.50 | 1 Rafael: PT Instructor's Manual @ 5.50 | 20 Gavelin: Cost Estimating @ 4.00 | 1 Gavelin: CE Instructor's Manual @ 5.00 | 20 Poe: Production Reporting @ 1.25 | 1 Poe: PR Course Outline @ 2.00 | Compute TOTAL | Indicate 10% TRADE DISCOUNT | FINAL TOTAL should be \$186.75

HOW TO MAKE A CORRECTION

Centre → A Report for Typing I
Centre → By Ralph E. Young
+ #

Double space
all but the
footnote

II The purpose of this report is to review the techniques in erasing and correcting errors in typed work. ✓

TO ERASE ON THE ORIGINAL COPY

Turn up the paper so that the point of correction will be on the top of the cylinder. move the carriage to one side, far enough for eraser grit to fall outside the machine.

Press the paper against the roller with the ^{free} unoccupied hand, to prevent slippage; then,

blowing lightly to puff away all eraser grit and using a typewriter (ink) eraser with a sharp point or narrow edge, erase each letter that is to be deleted.

TO ERASE ON THE CARBON COPIES

Use a soft (pencil) eraser. erase the carbon copies one at a time, starting at the top and ending at the bottom. To keep the erasing on any one page from marking the next, use a stiff card before erasing on a page, insert the card under the paper at the point of correction, between the paper which is to be erased and the following sheet of carbon paper.

1. The procedures that are outlined in this brief report are explained in great detail by Miss Joan E. Fielding and Frank P. P. Ross in First Edition (Sydney: ^{Gregg} ~~Cross~~, 1969), pages 5-7. (Australian Secretarial Reference Manual) McGraw-Hill

Manuscript 15 Manuscript 16

PAGE 1 OF REPORT

Review: pages 112-116

Goal: a copy within 8 minutes, 6 errors

Copy 1: arrange as page 1 of UNBOUND report; use a visual guide

Copy 2: arrange as page 1 of a BOUND report and under-score sideheadings instead of all caps; use visual guide,

SI: 1.48—fairly difficult
Paper: foolscap

Test 3-A

5-MINUTE WRITING
ON PARAGRAPHS
Paper: quarto

Line: 60
Tab: paragraph 5
Spacing: double
Start: machine set,
carriage at margin
Grade: box below
SI: 1.39—normal

5-MINUTE SPEED
WITHIN 4 ERRORS*

45-up wam A
40-44 wam B
30-39 wam C
25-29 wam D

* If more than 4 errors
are made, compute the
speed on what is typed
before the fifth error.

Test 3-B

Letter 28

10-MINUTE WRITING
ON BLOCKED LETTER
Paper: quarto

Tab: centre only
Start: carriage set
at centre tab
Body: 148 words
Grading: box above
SI: 1.39—normal

Progress Test on Part Three

Test 3

Please send the following letter to Mr. Gerald Jordan,
Acme Drill Company, 383 Helen Street, Waverley, South Aus-
tralia. At the correct point in the letter, centre and type
in all capitals the subject line: Please Settle Your Bill.

Dear Mr. Jordan: We were pleased to extend to you the
rare privilege of buying from us on credit, although it has
long been our policy to require the payment of all invoices
in ten days. As you can see from the date on the duplicate
bill that I have enclosed, more than nine weeks have passed
since we delivered to you the merchandise that you ordered.
In all those many weeks, you have made no payment. We
do not like to press the matter, Mr. Jordan, but we feel it
is only fair for us to ask you to settle this bill at once.

The only way by which we can continue to offer the low
prices for which we are well known is to avoid the expenses
of a credit department. Mr. Jordan, we trust that you will
repay our courtesy by sending us your cheque by return mail.
Now, just close the letter with yours faithfully. Put
in our company name, Nelson Hardware Company, above my
name and title, Carlton Zoerner, general sales manager, plus
the usual initials and anything else that may need to be added.

2-A 2-B

12 12

24 21

36 23

48 41

60 53

72 65

84 77

96 89

108 101

120 113

132 126

144 138

156 150

168 163

180 175

192 187

204 199

216 204

228 214

240 224

252 227

PENALTY SCALE

- 3 for each major error (top margin, line length, line-spacing,
general correctness of form, etc.)
- 2 for each minor error (blocking, aligning, centring, indent-
ing, etc., of individual parts of the job)
- 1 for each typographical error

GRADING SCALE

- 0-1 PENALTY A
- 2-3 PENALTY B
- 4-6 PENALTY C
- 7-8 PENALTY D

Check each paper for penalties
and grade it on the
adjacent grading scale.

Test 3-C

Form 19

10-MINUTE WRITING
ON AN INVOICE
Form or quarto
Spacing: single, with
grouping as shown
Start: machine set;
carriage positioned
to type the address
Grade: box below

Invoice: Acme Drill Company, 383 Helen St., Waverley, S.A. 5999.
Special: Type DUPLICATE before Invoice and use October 28, 19-- date.

QUANTITY	CAT. NO.	DESCRIPTION	UNIT PRICE	AMOUNT	
50	PD14	Electric power drills	4.00	200.00	45
50	PD399	Electric power drills	5.00	250.00	58
50	PD422	Electric power drills	6.00	300.00	71
100	WHO12	Hoses, 25' x 1", plastic	2.00	200.00	85
50	WHO38	Hoses, 40' x 3/4", plastic	3.00	150.00	99
25	WHO50	Hoses, 50' x 5/8", plastic	3.00	75.00	113
50	PDB11	Drill bits, kit sizes	.80	40.00	127
50	PDB32	Drill bits, kit sizes	1.00	50.00	140
100	PDB66	Drill bits, kit sizes	1.25	125.00	152
200	EX125	Electric cords, 5'	.10	20.00	166
150	EX135	Electric cords, 6'	.12	18.00	178
100	EX160	Electric cords, 9'	.20	20.00	190
				1,448.00	200
		DELIVERY		47.00	208
				1,495.00	219

5-MINUTE SPEED WITHIN 4 ERRORS*

45-up wam A
40-44 wam B
30-39 wam C
25-29 wam D

* If more than 4 errors are made, compute the speed on what is typed before the fifth error.

SHORTCUTS FOR USE IN FOOTNOTES

centre → A Report for Typing I
centre → By J. N. Strong

When a ^{complete} full book reference is ^{given} cited in a footnote, much data must be given: the author or authors; the title of the book, underlined or in capitals; the city, publisher, and date of publication, typed in parentheses; and the page.¹

ENTER THE SHORTCUTS

But footnotes may be shortened, (when especially) the very same data are repeated, by using these abbreviations:²

Loc. cit. means "Exactly as in the preceding footnote."

Ibid. means "same as the preceding footnote, but on a different page, which is—." It is followed by a number.

Op. cit. means "as in the previous footnote relating to the same authorship." It is preceded by the last name of the author or authors and is followed by a page number.

Et al. means "and others" and is used only ^{when} if there are three or more authors. Note that it is typed after the name of the first author in place of the other author's names.³

1. John L. Rowe, et al., Gregg Typing, 191 Series, Book 2 (New York: McGraw-Hill, 1963), Page 246.

2. Ibid., page 247.

3. Loc. cit.

Test 3-D

Manuscript 17

10-MINUTE WRITING ON
UNBOUND MANUSCRIPT
Paper: quarto
Style: arrange as the
first page of a long
UNBOUND manuscript
Start: carriage set
at center tab
Grade: box above
SI: 1.42—normal

LINE: 60
 SPACING: SINGLE
 DRILLS: SELECTIVELY,
 AT LEAST TWICE
 GOAL: TO STRENGTHEN
 TECHNIQUES
 STRESS: SELECTIVITY

OPTIONAL DRILLS

1-35

Clinic: Technique

1-2-3: Practise these
 if your hands bounce
 or if it is hard to
 stay on the home keys.

4-5-6: Practise these
 if your control of the
 shift lock is faulty.

7-8-9: Practise these
 if your space-bar work
 is slow or is faulty.

10-13: Practise these
 if you are annoyed or
 distracted by noises
 or people near you.
 Good for concentration.

14-17: Practise these
 if carriage return is
 too slow or too hard.
 Type each word on new
 line. Electrics: Type
 16-17 before 14-15.

18-21: Practise these
 if you must fight the
 habit of looking up.
 Type these backwards.

22-25: Practise these
 if you stall before
 typing capitals or if
 you often get them
 perched above the line.

26-29: Practise these
 if you find you stall
 before or after typing
 a very long word.

30-32: Practise these
 if backspacing by touch
 is difficult for you.

33-35: Practise these
 if you find it hard to
 type evenly, smoothly.

- 1 all ask ill dad ail red if; fed lad tea lea led pal old was
- 2 desk risk sold tall told tusk will gold held leak mask fold
- 3 rocks rules scold sells leaks tiles speak males pleas ricks
- 4 Harry MUST get a JOB right away with the BLACK-GRAY Agency.
- 5 Try to remember THIS: He CAN—and WILL—who THINKS he can.
- 6 The BROWN-GREEN Company MUST order it from BARK-YOUNG, Inc.
- 7 and dog gun not the elm may yes sow who our run nip pen nor
- 8 rue end dot two old due elf fly yen new way yet tub bar row
- 9 The U.S.A. has the U.S.N. and the U.S.M.C. together.
- 10 Why puzzles puzzle puzzlers is a puzzler's puzzling puzzle.
- 11 You'll soon be so used to using useless old used yule logs.
- 12 A canner can can a can of cake but can't can a can, can he?
- 13 Pete Plock picked and packed a peck of plump pickled plums.
- 14 join kink limp pony link lend hand jams lake melt used park
- 15 John Jump Hill Pump Holy Jane Kent Lane Park Lady Dora Ruth
- 16 dear base tree crew fast dogs rule slow wilt ride sign road
- 17 Riva Alan Tine They When Jinx Hulk Long Lily Pink Joan Push
- 18 .sboj fo kcal gniworg eht dezisahpme noitseuq txen yrev reH
- 19 .smeg dab rof slewej nocriz eht revo dekoool trepxe ysaueq A
- 20 .kcurt rewop ruoy yb thgin tsal seriueq nezod xis devom ffeJ
- 21 .rojam gib eht yb semit xis ro evif dezilanep ylkciuq saw I
- 22 Miss Dell Host Calf Lost Vain Once Bald Play Even Jove Wall
- 23 Judo From Knew Stir Muse Drop Hire Tell Yore Wait Puts Crib
- 24 Kept Gold Jail Wind Yank Rule Used Than Item Auto Have Quit
- 25 Hear Done Pass Suit Make What Name Firm Less Give Yawn This
- 26 To be the one who wins will always reward victors suitably.
- 27 To tolerate or organize an analysis of offerings is simple.
- 28 prac practice practical practising practically practitioner
- 29 An elementary way to emphasise a new concept is functional.
- 30 lab lad law lax (and) rat raw ram ran (and) tar tab tam tan
- 31 rot ret rut rat (and) sit sat set sot (and) mit mat mut met
- 32 He said we must get the red coat and not get the black one.
- 33 The man and the boy did not get the pay for the job for us.
- 34 They said that they will give them some help very soon now.
- 35 Those eight steel firms found their bills could climb high.

LINE: 60
 SPACING: SINGLE
 DRILLS: DIRECTIONS
 ARE GIVEN BELOW
 GOAL: BOOST CONTROL
 STRESS: SELECTIVITY

OPTIONAL DRILLS

36-71

Clinic: Letter Keys

A. To detect controls you should reinforce, (a) type any sentence five times, or (b) take a 1-minute timing on any sentence, or (c) copy the whole group for 2 minutes. Type at your fastest speed.

B. For each letter on which you erred or for which you slowed down in the pretest, find the matching drill in this group and type it repeatedly until you do so two consecutive times, without error, and without breaking the rhythm of typing. If you were to type the complete group of drills (each line two times) once a week, you would strengthen control tremendously!

NOTE: You can return to these drills many times—whenever you're aware that you need a boost in your control. Just be sure that you vary the pretest each time. Do not expect to err on the same keys when you return; your strengths and foibles will vary as you gain in basic typing power.

C. Match your pretest by following the same routine on any or all of these sentences.

A. Test your control on these alphabetic sentences

36 Pack my five boxes in with the dozen jugs of brown lacquer.
 37 Paul said Buzz and Jack might quit five or six weeks early.
 38 Max had a zest for quiet living and placed work before joy.
 39 Karl may sign up with five or six dozen clubs for jonquils.
 40 Inez says Jack played a very quiet game of bridge with Rex.

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

B. Practise the keys you need to improve

41 aAa Alma Alan Alamo aAa gala papa alarm aAa alas aria canal
 42 bBb Bobo Baby Bobby fBf bomb blob bible fBf blub blab bible
 43 cCc Coca Cola Chuck dCd crow cork civic dCd tick city check
 44 dDd Dude Dody Daddy dDd dyed odds dried dDd duds died dandy
 45 eEe Erne Edie Ethel dEd else jeep theme dEd even meet level
 46 fFf Fifi Effy Guffy fFf buff doff fluff fFf tiff muff fifty
 47 gGg Gene Gigi Gregg fGf gang gong going fGf glug grog buggy
 48 hHh Hale Hope Heath jHj hash hath which jHj high hand hunch
 49 iIi Iris Ibis India kIk kiwi into vivid kIk irks tips limit
 50 jJj John Jojo Jerry jJj jury joys judge jJj jade just rajah
 51 kKk Kirk Kate Kenny kKk kink kick knock kKk kind bake knack
 52 lLl Lola Lois Lloyd lLl tall bill shall lLl dull toll allow
 53 mMm Mimi Emma Mammy jMj maim mums mimic jMj mama moms mamma
 54 nNn Mann Anne Ronny jNj none inns sunny jNj nine nuns ninth
 55 oOo Oreo Olaf Orono lOl oboe cool solos lOl took foot odors
 56 pPp Paul Pepe Peppy ;P; prop pups happy ;P; plop pipe paper
 57 qQq Quen Quad Queen aQa quit quid pique aQa quip quay quilt
 58 rRr Ruth Raul Kerry fRf roar errs marry fRf purr burr error
 59 sSs Sirs Tess Susan sSs less sues socks sSs uses sits loses
 60 tTt Tora Etta Dotty fTf that trot truth fTf toot tote trout
 61 uUu Ulla Judy Trudy jUj used rule usual jUj tour true usury
 62 vVv Vera Vick David fVf very veil vivid fVf view even never
 63 wWw Will Owen Twila sWs wows whew which sWs away when where
 64 xXx Next Taxi X-ray sXs axis foxy sixes sXs axle oxen taxes
 65 yYy Your Yora Daily jYj days many shyly jYj year duly slyly
 66 zZz Zola Zero Dizzy aZa hazy doze fizzy aZa zone zoom dozen

C. Measure your progress on these sentences

67 Vi found Jack was right: Pam was being quite lazy and lax.
 68 Jo saw six big packs of cards and very quietly seized them.
 69 A blazing jam quivered as the ax point struck flying blows.
 70 Mr. Black requested sixty jeeps for moving the prizes away.
 71 Six or seven flashing new jet planes quickly zoomed by him.

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

LINE: 60
SPACING: SINGLE
DRILLS: DIRECTIONS
ARE GIVEN BELOW
GOAL: BOOST CONTROL
STRESS: SELECTIVITY

OPTIONAL DRILLS

72-100

Clinic: Number Keys

A. To detect the keys you should reinforce, (a) type any sentence five times, or (b) take a 1-minute timing on any sentence, or (c) copy the whole group for 2 minutes. Type at your fastest speed.

B. For each letter on which you erred or for which you slowed down in A, above, find the corresponding drills in this group and do them repeatedly until you can type the pair of lines without error and without breaking the rhythm of typing.

If you were to type the complete group of drills (each pair two times) just prior to typing production jobs that involve numbers, your production rate would increase rapidly.

NOTE: You can return to these drills many times—whenever you're aware that you need a number-control boost. Be sure that you vary the pretest each time.

C. Match your pretest by following the same routine on any or all of these sentences.

A. Test your control on these numeric sentences

- 72 I phoned rooms 10, 28, 39, and 47 before he called room 56.
73 Did the Halls move to 10 Fourth Street or 10 Fifth Street?
74 If you add 10, 28, 39, 47, and 56, the total should be 180.
75 Read pages 10 and 28, then 39 and 47, and finally page 156.
76 Is the room 10 by 28, 10 by 39, 10 by 47, or 10 by 56 feet?
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

B. Practise the keys you need to control better

- 77 1 a q 1 a q 1 a 1 or 1 and 11 and 111 and 1,111 and 11,111.
78 1 a q 1 Albert said that 111 is 1 less than 1,111, I think.
79 2 s w 2 s w 2 s 2 or 2 and 22 and 222 and 2,222 and 22,222.
80 2 s w 2 Steven said that 222 is 2 less than 2,222, I think.
81 3 d e 3 d e 3 d 3 or 3 and 33 and 333 and 3,333 and 33,333.
82 3 d e 3 Deidre said that 333 is 3 less than 3,333, I think.
83 4 f r 4 f r 4 f 4 or 4 and 44 and 444 and 4,444 and 44,444.
84 4 f r 4 Flavia said that 444 is 4 less than 4,444, I think.
85 5 f 5 f 5 f 5 f 5 or 5 and 55 and 555 and 5,555 and 55,555.
86 5 f 5 5 Foster said that 555 is 5 less than 5,555, I think.
87 6 j y 6 j y 6 j 6 or 6 and 66 and 666 and 6,666 and 66,666.
88 6 j y 6 Johnny said that 666 is 6 less than 6,666, I think.
89 7 j u 7 j u 7 j 7 or 7 and 77 and 777 and 7,777 and 77,777.
90 7 j u 7 Joanne said that 777 is 7 less than 7,777, I think.
91 8 k i 8 k i 8 k 8 or 8 and 88 and 888 and 8,888 and 88,888.
92 8 k i 8 Kathie said that 888 is 8 less than 8,888, I think.
93 9 l o 9 l o 9 l 9 or 9 and 99 and 999 and 9,999 and 99,999.
94 9 l o 9 Leslie said that 999 is 9 less than 9,999, I think.
95 0 ; p 0 ; p 0 ; 0 or 0 and 10 and 100 and 1,000 and 10,000.
96 0 ; p 0 Philip said that 100 is 0 less than 1,000, I think.
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

C. Measure your progress on these sentences

- 97 Ask for 10 to 28 men, 39 to 47 women, and 56 boys or girls.
98 We put guests in rooms 10, 28, 39, 47, and then in room 56.
99 The dates on pages 10, 28, and 39 match those on 47 and 56.
100 We emptied boxes 10, 28, and 39. Box 47 still has 56 left.
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

LINE: 60
TAB: 5
SPACING: DOUBLE
DRILLS: DIRECTIONS
ARE GIVEN BELOW
GOAL: BOOST SPEED
STRESS: POSTURE

Clinic: Speed

OPTIONAL DRILLS

101-106

Remedial

1. Pick your goal: a speed about 5 wpm above your best speed for 3 or 5 minutes.

2. Take a series of 1-minute timings on paragraph 101 until you reach your goal speed for 1 minute with 0 or 1 error.

3. Take a series of 1-minute timings on paragraph 102 until you reach your goal speed for 1 minute with 0 or 1 error.

4. Take a series of 3-minute timings on paragraphs 101 and 102 together until you reach your goal speed for 3 minutes within 3 errors.

4. Take a series of 1-minute timings on paragraph 103 until you reach your goal speed for 1 minute with 0 or 1 error.

5. Take a series of 3-minute timings on paragraphs 102 and 103 together until you reach your goal speed for 3 minutes within 3 errors.

6. Continue this way, working with a new and an old paragraph, until your goal is reached for 3 minutes within 3 errors on paragraphs 105-106.

7. Now take a 3- or 5-minute timing on material you haven't practised recently; you should find you can set a new record.

	1	2	3	4	5	6	7	8	9	10	11	12	
101	The one who seems to have the best chance of doing the type of work that suits him is the one who is aware of what he can do. He tries to do all that he can to build his own skills to a high level. He is able to get along with folks he has to work with, and he tries to use tact at all times.												12 24 36 48 60
	SI 1.10—very easy												
102	A wise man hires someone to aid him for one or more of these reasons: to get someone who can and will do his work better and faster than he can; to get somebody to do things that he cannot do himself; or to get somebody who will do a part of his job cheaper than he can do the job for himself.												12 24 36 48 60
	SI 1.20—easy												
103	No man in business wants to hire anyone. Unless he is rich and lonely, he does not hire someone just to have some company in the office; he hires people to do much work, and he values each in proportion to the kind and amount of work that he produces. After all, that is what he is hired for.												12 24 36 48 60
	SI 1.30—fairly easy												
104	If much time is lost to coaching or checking a worker, the alert businessman will soon come to the conclusion that his worker is costing too much. The only folks he wants in his office are those who can be trusted to do every assignment well and quickly, whether or not he gives supervision.												12 24 36 48 60
	SI 1.40—average												
105	The important thing to be remembered by the person who hopes for a rewarding office career, therefore, is that his becoming known as a reliable person is the sure way of getting ahead. Skill in proofreading, let us suggest, is your biggest help when proving the fact that you are dependable.												12 24 36 48 60
	SI 1.50—fairly difficult												
106	But proofreading does not refer simply to precision in the typing only. It also concerns checking on such details as names and addresses, amounts, totals, places, dates, and so on. The typist has the full responsibility for checking that what he may type is absolutely correct in all details.												12 24 36 48 60
	SI 1.60—difficult												

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12